

SUMMER VILLAGE OF SOUTH VIEW AGENDA

Regular Council Meeting held at the Municipal Office 2317 Twp Rd 545 LSA County
Public may participate in person or via zoom
Tuesday, February 20th, 2024 commencing at 9:30 a.m.

1. Call to Order:

2. Treaty 6 Territory Land Acknowledgement

The Summer Village of South View acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with indigenous communities in a spirit of reconciliation and collaboration.

3. Agenda:

a) February 20th, 2024 Regular Council Meeting Agenda

Pg. 1-6.b

(approve agenda as is or with amendments)

4. Minutes:

a) January 16, 2024 Regular Council Meeting Minutes

Pg. 7-12

(approve minutes as is or with amendments)

5. Appointments:

a) 9:35 a.m. – Jason Madge, Public Works/Special Project Consultant, regarding Boat launch Maintenance Plan and Drainage

Pg. 13

(that Council accept the discussion for information or some other direction as provided by Council at meeting time.)

6. Bylaws:

a) Bylaw 242-2024 Fees and Charges Bylaw

Pg. 14-19

This Bylaw was presented to Council at the January 16, 2024 Regular Meeting; Council deferred the discussion until Administration could bring back further information regarding fees to appeal. After discussion with legal counsel, Administration can report back that appeal fees must be reasonable and that it is not reasonable for the Summer Village to expect all costs to be covered by an appellant. In the package, Council will find a brief comparison of appeal costs in the region. Also included is an email from a village resident outlining his concerns with the proposed bylaw.

(that Bylaw 242-2024, Fees and Charges Bylaw, be given first reading as presented or amended)

(that Bylaw 242-2024 be given second reading as presented or amended)

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(That unanimous consent be given to proceed to third reading)

(That Bylaw 242-2024 be given third and final reading as presented or amended)

(Or,

Some other direction as given by Council at meeting time.)

b) Bylaw 244-2024 Council Procedure Bylaw

Pg. 20-53

In keeping with changes that have occurred to the Municipal Government Act, Administration is recommending changes to the Council Procedure Bylaw, specifically regarding the provision for attendance and participation via electronic means. A few additional grammatical and clarification changes have been made as well. Included in the package is a red-lined and clean version of the bylaw, for Council Review.

(that Bylaw 244-2024, Council Procedure Bylaw, be given first reading as presented or amended)

(that Bylaw 244-2024 be given second reading as presented or amended)

(That unanimous consent be given to proceed to third reading)

(That Bylaw 244-2024 be given third and final reading as presented or amended)

(Or,

Some other direction as given by Council at meeting time.)

7. Business: a) 2024 Alberta Municipalities Spring Municipal Leaders Caucus

Pg. 57-59

The annual Alberta Municipalities Spring Municipal Leaders Caucus is taking place on March 14 and 15 at the Westin Edmonton. This event covers current issues facing Alberta Communities and provides an opportunity to hear from other government leaders. The cost to attend is \$250/person for in-person attendance and \$125 for virtual attendance. More information, including the agenda, for this year's Caucus can be found in the agenda package. Consideration should be given to the number of Councillors planning to attend, with respect to budget constraints.

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(that attendance of Council and Administration is authorized for the 2024 Alberta Municipalities Spring Municipal Leaders Caucus, scheduled for March 14 and 15 in Edmonton,

or,

that the information and discussion regarding the 2024 Alberta Municipalities Spring Municipal Leaders Caucus be accepted for information,

or,

some other direction as provided by Council at meeting time.)

Pg. 60-63

b) Water Well Workshops for well owners – Alberta Working Well Program

The Alberta Working Well Program helps to ensure safe and secure groundwater for water well users by helping well owners understand that the management of private wells is their responsibility and to understand the impacts that human activity can have on ground water. It also provides recommended water well management practices. More information on the workshop can be found in the package. The program is currently looking for municipalities and other relevant groups to host the workshop. There is no cost for the program and facilitator, however, we would need to cover facility rental costs, the costs of any refreshments that we provide, and any advertising costs. A minimum of 15 registrants are needed to host the workshop. If Council is interested in hosting a workshop, Administration recommends reaching out to the Summer Villages of West Cove and Silver Sands (and potentially Lac Ste Anne County) to see if they are interested in co-hosting and sharing the costs.

(that the Summer Village of South View hosts an Alberta Working Well Workshop and further that Administration reach out to the Summer Villages of Silver Sands and West Cove (and Lac Ste Anne County) to determine if they would be interested in cohosting the workshop and sharing in the costs,

or,

that administration determine if the Summer Villages of West Cove and Silver Sands (and Lac Ste Anne County) are interested in cohosting an

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Alberta Working Well Workshop and sharing the costs, and if they are, that the hosting of the Alberta Working Well Workshop be approved,

or,

that the correspondence and discussion be accepted for information.)

Pg. 64-65

- c) Feb 1, 2024 letter from Fire Rescue International regarding a potential future fire station in Lake Isle

Correspondence is included in the Agenda Package. If Council is interested in discussing this further with Fire Rescue International (FRI) and the Summer Village of Silver Sands, we can add this to the agenda for the March 13, 2024 meeting with FRI and Silver Sands. South View currently has \$449,545 in capital grant funds available.

(direction as provided by Council at meeting time.)

Pg. 66-95

- d) Council Code of Conduct Bylaw

At the Organizational meeting in December 2023 Council requested that Administration bring the Council Code of Conduct Bylaw 203-2018 back to a future meeting for review. In the package is the current bylaw as well as the 2023 edition of "Councillor Codes of Conduct: A Guide for Municipalities" which is published by Alberta Municipalities and Rural Municipalities of Alberta.

(direction as provided by Council at meeting time.)

Pg. 96-100

- e) 2024 Draft Operating and Capital Budget

The 2024 Draft Operating and Capital Budget is included in the meeting package. Changes have been made based on the discussion at the January Council Meeting and are highlighted in yellow. In addition to reviewing the draft operating budget, Administration is seeking direction regarding capital projects and priorities for 2024.

Note: this version of the draft budget has a 9.96% increase in municipal tax dollars collected. Administration is requesting an engaged discussion regarding areas to which changes can be made.

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Note: We have left the legal fees the same as what was in last years budget, knowing that there are outstanding legal matters. We should have more clarity on this before the budget is passed as to whether we anticipate further costs related to an appeal of the Court Decision. The appeal deadline for this matter is Feb 20, 2024.

(that changes to the Draft 2024 Operating and Capital Budget be made as directed at meeting time, and that the revised draft budget be brought back to the next meeting for review and discussion.)

Pg. 101-108

- f) February 13, 2024 letter from Safety Codes Council regarding 2023 Annual Internal Review

The letter is included in your meeting package and includes information on the permits issued in 2023.

(that the February 13, 2024 correspondence from Safety Codes Council regarding the 2023 Annual Internal Review: Summer Village of South View be accepted for information)

g)

h)

8. Financial:

- a) Income and Expense Statement as of January 31, 2024

Under separate
Cover

(that Council accept the Income and Expense Statement, as of January 31, 2024, for Information.)

9. Council Reports:

- a) Mayor Benford
b) Deputy Mayor Ward
c) Councillor Richardson

(that Council accept Council's reports for information.)

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10. Chief Administrator's Report:

- Pg. 109-110 a) Summer Village Status – discussion
- b) Firesmart Grant, Wildfire Community Preparedness Day Grant – Application has been submitted
- Pg. 111-113 c) Municipal Affairs Roles and Responsibilities Course – Administration notes included in package
- Pg. 114-115 d) New Community Peace Officer online reporting tool
- Pg. 116-117 e) Darwell Lagoon Commission Phase C – Drilling
- f) Council Remuneration and Expense Reimbursement Policy – updated as per Council Motion
- g) 2024 Insurance Renewal – complete
- h) New Councillor Emails
- Pg. 118-122 i) Extended Producer Responsibility meeting and update
- j) Building Resiliency to Multi-Year Drought Workshop
- k) Alberta Municipalities Small Communities Committee Meeting
- l)

(that Council accept the Chief Administrative Officer's Report for information)

11. Information and Correspondence:

- Pg. 123-124 a) January 31, 2024 email from Alberta Municipalities President, Tyler Gandam, regarding the May 31, 2024 deadline to submit a resolution
- Pg. 125-126 b) Article from Alberta Municipalities Casual Legal Services entitled "Taxes Start at Home". This article is based on the recent Court Decision out of the Summer Village of South View
- Pg. 127-144 c) January 18, 2024 email from Alberta Municipalities President, Tyler Gandam, and power point presentation regarding the new Local Government Fiscal Framework Capital Grant Program
- Pg. 145-148 d) January 15, 2024 email and speaking notes from Association of Summer Villages of Alberta President, Mike Pashak, regarding the Local Government Fiscal Framework base fund issues
- Pg. 149 e) December 31, 2023 Community Peace Officer Report from the Town of Mayerthorpe
- Pg. 150 f) February 5, 2024 Letter from Alberta Health Services to Fire Chief Ives regarding MFR Direct Financial Support Launch

(that Council accept the above information items for information.)

12. Open Floor Discussion with Gallery – Total Time Provision of 15 Minutes

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13. Closed Meeting Session:

a)

14. Next meeting: March 19, 2024 at 9:30 a.m.

15. Adjournment:

Upcoming Meetings:

- Regular Council Meeting – March 19, 2024
- Regular Council Meeting – April 16, 2024
- Regular Council Meeting – June 18, 2024

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES

TUESDAY, JANUARY 16, 2024

IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

PRESENT: Council: Mayor Sandi Benford
Deputy Mayor Garth Ward
Councillor Colleen Richardson

Administration: Wendy Wildman, Chief Administrative Officer (until 11:53 a.m.)
Angela Duncan, Assistant Chief Administrative Officer

Absent: n/a

Appointments: Michelle Gallagher (Patriot Law) – Summer Village Legal Counsel
(10:55 a.m. until 12:02 p.m.)

Public at Large: 3 – Via Zoom / 0 – In Person (there were connectivity issues that
caused portions of the meeting to be unavailable via Zoom)

	MOTION #	
1.	CALL TO ORDER	Mayor Benford called the meeting to order at 9:30 a.m.
2.	TREATY 6 TERRITORY LAND ACKNOWLEDGEMENT	The Summer Village of South View acknowledges that we are meeting on Treaty 6 Territory and on the homelands of the Metis Nation. We acknowledge all indigenous peoples who have walked these lands for centuries. We acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with indigenous communities in a spirit of reconciliation and collaboration.
3.	AGENDA 001-24	MOVED by Deputy Mayor Ward that the January 16, 2024 Agenda be approved as presented. CARRIED
4.	MINUTES 002-24 003-24	MOVED by Councillor Richardson that the December 21, 2023 Organizational Council Meeting Minutes be approved as presented. CARRIED MOVED by Councillor Richardson that the December 21, 2023 Regular Council Meeting Minutes be approved as presented. CARRIED

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES
TUESDAY, JANUARY 16, 2024

IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

5.	APPOINTMENTS	<p>11 a.m. – Michelle Gallagher (Patriot Law) – Summer Village Legal Counsel (Closed Session)</p> <p>004-2024</p> <p>MOVED by Mayor Benford that Pursuant to section 197(2) of the Municipal Government Act, that Council go into a closed meeting session at 11:01 a.m. to discuss the following:</p> <ul style="list-style-type: none"> • Legal Update - Legal – Solicitor/Client Privilege - FOIPP Act Section 27 <p style="text-align: right;">CARRIED</p> <p>The meeting recessed from 11:01 a.m. to 11:04 a.m. and those present on Zoom were moved to the waiting room.</p> <p>The following individuals were present for the Closed Meeting Session:</p> <p>Sandi Benford Garth Ward Colleen Richardson Angela Duncan Wendy Wildman (until 11:53 a.m.) Michelle Gallagher (until 12:02 p.m.)</p> <p>The meeting recessed from 12:03 p.m. to 12:08 p.m. and those present on Zoom were readmitted to the meeting.</p> <p>005-2024</p> <p>MOVED by Mayor Benford that Council come out of Closed Meeting Session at 12:08 p.m.</p> <p style="text-align: right;">CARRIED</p>
6.	BYLAWS	<p>006-2024</p> <p>MOVED by Mayor Benford that a decision on Bylaw 242-2024, Fees and Charges Bylaw, be deferred and further that administration bring back more information, as discussed in the meeting.</p> <p style="text-align: right;">CARRIED</p> <p>007-2024</p> <p>MOVED by Mayor Benford that Bylaw 243-2024, Ste. Anne Summer Villages Regional Emergency Management Bylaw, be given first reading, as presented.</p> <p style="text-align: right;">CARRIED</p> <p>008-2024</p> <p>MOVED by Mayor Benford that Bylaw 243-2024 be given second reading, as presented.</p> <p style="text-align: right;">CARRIED</p>

SUMMER VILLAGE OF SOUTH VIEW
REGULAR COUNCIL MEETING MINUTES

TUESDAY, JANUARY 16, 2024

IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

	<p>009-2024</p> <p>010-2024</p> <p>011-2024</p>	<p>MOVED by Mayor Benford that unanimous consent be given to proceed to third reading. CARRIED UNANIMOUSLY</p> <p>MOVED by Mayor Benford that Bylaw 243-2024 be given third and final reading, as presented. CARRIED</p> <p>MOVED by Mayor Benford that the Summer Villages Regional Emergency Management Partnership Agreement be approved, as presented, and its execution authorized. CARRIED</p>
<p>7.</p>	<p>BUSINESS</p> <p>012-2024</p> <p>013-2024</p> <p>014-2024</p> <p>015-2024</p>	<p>MOVED by Mayor Benford that email addresses for Councillors be set up through the Summer Village website provider at a cost of \$85 per year per Councillor and that this be included in the 2024 annual budget and further that this be on a trial basis to be re-evaluated at the end of the term. CARRIED</p> <p>MOVED by Deputy Mayor Ward that the Summer Village of South View provide a \$500 Recreation contribution in 2024 to Lac Ste Anne County in recognition of their recreational amenities and programs that are utilized by South View residents and further that this be included in the 2024 annual budget. CARRIED</p> <p>MOVED by Deputy Mayor Ward that Schedule "A" to Policy C-COU-REM-1, Council Remuneration and Expense Reimbursement, be amended as follows:</p> <ul style="list-style-type: none"> • Electronic Communications/Computer Operation (Monthly) be amended from \$90/month to \$140/month; and • Incurred Expense Recognition (Monthly) be amended from \$50/month to \$100/month. <p>CARRIED</p> <p>MOVED by Mayor Benford that changes to the Draft 2024 Operating and Capital Budget be made as directed at meeting time, and that the revised draft budget be brought back to the next meeting for review and discussion. CARRIED</p>

SUMMER VILLAGE OF SOUTH VIEW
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TUESDAY, JANUARY 16, 2024

IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

	016-2024	MOVED by Deputy Mayor Ward that Administration set up a joint meeting between the Summer Village of South View, the Summer Village of Silver Sands, and Fire Rescue International for the purpose of discussing the upcoming fire contract negotiations. CARRIED
	017-2024	MOVED by Mayor Benford that the correspondence regarding joint dispatch protocols for area highways and special dispatch procedures for the Summer Villages of South View and Silver Sands be accepted for information. CARRIED
	018-2024	MOVED by Councillor Richardson that the correspondence and agreement from Lac Ste Anne County regarding the Family and Community Support Services Home Support Program be accepted for information. CARRIED
8.	FINANCIAL 019-2024	MOVED by Mayor Benford that Council receive, for information, the income and expense statement as of December 31, 2023. CARRIED
9.	COUNCIL REPORTS 020-2024	MOVED by Councillor Richardson that the Council Reports, as verbally provided at meeting time, be accepted for information. CARRIED
10.	CAO REPORT 021-2024	MOVED by Deputy Mayor Ward that the Chief Administrators Report, as presented by Assistant Chief Administrative Officer, Angela Duncan, on behalf of Chief Administrative Officer, Wendy Wildman, be accepted for information. CARRIED

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REGULAR COUNCIL MEETING MINUTES
TUESDAY, JANUARY 16, 2024
IN PERSON AT 2317 TWP RD 545 LAC STE. ANNE COUNTY & VIA ZOOM

11.	INFORMATION AND CORRESPONDENCE 022-2024	<p>MOVED by Mayor Benford that the following Information and Correspondence items be received for information:</p> <ul style="list-style-type: none"> a) Letter from Minister of Environment and Protected Areas, Rebecca Schulz, regarding significant drought conditions in Alberta. b) Letter from Minister of Municipal Affairs, Ric McIver, regarding the assessment model review. c) December 15, 2023 letter from Minister of Municipal Affairs, Ric McIver, regarding the Local Government Fiscal Framework (LGFF). d) PowerPoint presentation from Alberta Environment and Protected Areas regarding the significant drought in Alberta. e) December 4, 2023 letter from the Lac Ste Anne Foundation regarding South View's 2024 municipal requisition. f) Summer Village of South View – 2023 Issued Safety Codes Permits. g) January 9, 2023 email from Fire Chief Ives and attached PowerPoint presentation regarding medical co-response. <p style="text-align: right;">CARRIED</p>
12.	OPEN FLOOR DISCUSSION WITH GALLERY (15 min)	There was a discussion regarding the draft Bylaw 242-2024, Fees and Charges.
13.	CLOSED MEETING	Closed Meeting Session occurred earlier in the meeting.
14.	NEXT MEETING	The next regular Council meeting is scheduled for Tuesday, February 20, 2024 at 9:30 a.m. in a hybrid format.
15.	ADJOURNMENT	As there was no further business, Mayor Benford adjourned the meeting at 1:28 p.m.



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Sandi Benford, Mayor

Chief Administrative Officer, Wendy Wildman

svsouthview@outlook.com

From: Jason Madge <jasonmadge2@gmail.com>
Sent: January 31, 2024 9:30 AM
To: Summer Village of South View
Subject: Re: South View Boat Launch

Hi Angela,

Looking back, it appears that it was costing approximately \$12,500 to remove, adjust and reinstall the cement piers. I can do an annual inspection for \$1,000/year.

Based on the historical cost to remove and adjust the piers, I would suggest that it would be better spent to plan to do a full dewatering and restoration. This will allow the sub structure to be properly built to support the piers, resulting in minimal maintenance over the years. While the initial cost to do this is significant, it can be a capital project and the annual maintenance cost will be reduced significantly and will be more of an operational annual inspection.

Jm

On Mon, Jan 29, 2024 at 2:12 PM Summer Village of South View <svsouthview@outlook.com> wrote:

Hi Jason,

South View Council is considering adding an annual budget item to inspect, realign, and level the pads at the boat launch. Would you be able to tell me, approximately, what this would cost on an annual basis?

Thanks,

Angela Duncan

Assistant CAO

Summer Village of South View

780-967-0271

<http://www.summervillageofsouthview.com/>

BYLAW NO. 242-2024

**Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees**

**THIS IS A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE PROVINCE
OF ALBERTA, TO BE KNOWN AS THE SUMMER VILLAGE OF SOUTH VIEW FEES &
CHARGES BYLAW.**

WHEREAS, in accordance with the *Municipal Government Act*, a municipality has the authority to establish fees and charges for the provision of goods and services;

AND WHEREAS, the Summer Village of South View wishes to establish, in a bylaw, certain fees and charges.

NOW THEREFORE, the Council of the Summer Village of South View, in the Province of Alberta, duly assembled, enacts as follows:

1. That this Bylaw may be cited as the "FEES and CHARGES BYLAW".
2. That the Summer Village of South View shall charge fees as established in Schedule A, 'The Fee Schedule', attached hereto.
3. THAT this BYLAW shall come into force and have effect on the date of the third and final reading.
4. By-law 215-2020 shall be rescinded on the date of final reading of this By-law.

Read a first time on this 20th day of February, 2024.

Read a second time on this 20th day of February, 2024.

Unanimous Consent to proceed to third reading on this 20th day of February, 2024.

Read a third and final time on this 20th day of February, 2024.

Signed this 20th day of February, 2024.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

14

BYLAW NO. 242-2024

Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

SCHEDULE 'A'	
BYLAW #242-2024 FEES & CHARGES	
Summer Village of South View	
ADMINISTRATIVE FEES	
REQUEST FOR COPIES OF VILLAGE DOCUMENTS PER REQUEST	\$25
COST OF COPIES PER PAGE	\$0.50
SPECIAL SERVICES RATE PER HOUR	\$75
TAX CERTIFICATE	\$50
APPEAL/AMENDMENT FEES	
ASSESSMENT APPEAL FEE (Refundable if applicant is successful)	\$50
DEVELOPMENT APPEAL FEE	\$1250
SUBDIVISION APPEAL FEE	\$1250
LAND USE BYLAW AMENDMENT FEE	\$2,000
STOP ORDER APPEAL FEE	\$1250
DEVELOPMENT FEES	
DEVELOPMENT PERMITS - DWELLINGS	\$300
DEVELOPMENT PERMITS - ACCESSORY/ADDITIONS	\$150
DEVELOPMENT PERMITS - SEPTIC, CISTERN, FENCE	\$150
DEVELOPMENT PERMITS - DEMOLITION	\$150
DEVELOPMENT PERMITS - COMMERCIAL	\$300
DEVELOPMENT PERMIT EXTENSION:	
-1 ST REQUEST	n/c
-2 ND REQUEST	\$225
-3 RD REQUEST	\$337.50
-EACH SUBSEQUENT REQUEST (CALCULATED AT 150% OF THE PREVIOUS REQUEST FEE)	
LETTER OF COMPLIANCE – STANDARD (3-7 DAYS)	\$100
LETTER OF COMPLIANCE – RUSH (1-2 DAYS)	\$200
PLAN CANCELLATION BYLAW (LOT CONSOLIDATION)	\$800
PLAN CANCELLATION BYLAW REGISTRATION	\$35

Commented [A1]: Was \$25.

Commented [A2]: Was \$50

Commented [A3R2]: Changed back to \$50 as this is required in regulation.

Commented [A4]: Was \$200 and was previously refundable

Commented [A5]: Was \$200.

Commented [A6]: This is a new item.

Commented [A7]: Was \$200.

Commented [A8]: Was \$150.

BYLAW NO. 242-2024

Municipal Government Act RSA 2000 Chapter M-26
Section 8 Establishing Fees

SAFETY CODES	
BUILDING PERMITS	AS PER
ELECTRICAL PERMITS	SAFETY CODES
PLUMBING PERMITS	SERVICE PROVIDER
GAS & HEATING PERMITS	FEES
SUB-DIVISION FEES (MUNICIPAL PLANNING SERVICES)	
Subdivision fees at application, including any remaining lot	\$750 + \$250 per lot
Separation of Titles (MGA 652 (4))	\$700
Condominium Plan Consent	\$50 per unit
Extension	\$350
Re-circulation	\$250
Fee at Endorsement **Endorsement fees are charged at time of endorsement for all subdivisions except Separation of Titles	\$200 per lot
Current Land Title	\$15 (per title)
Air Photo	\$7 (per photo)
SUB-DIVISION FEES (MUNICIPALITY)	
Lot Subdivision fee:	
-1 st Lot	\$5,000
-each subsequent lot	\$2,500
RE-DISTRICTING/RE-ZONING FEES	
Re-districting application	\$2,000
Amend Municipal Development Plan	\$2,000
Amend Land Use Bylaw	\$2,000
Amend Provision of a Statutory Plan	\$2,000
Adoption of New Statutory Plan	\$2,000
<i>GST will be charged where applicable.</i>	

Commented [A9]: Was \$700 and \$100 or \$250 per lot depending on the number of lots being subdivided. Increased as Municipal Planning Services increased fees to us. Strictly a flow-through.

Commented [A10]: Was \$250. Increased as Municipal Planning Services increased fees to us. Strictly a flow-through.

Commented [A11]: Was \$100 plus \$150 per lot. Increased as Municipal Planning Services increased fees to us. Strictly a flow-through.

Commented [A12]: Increased as Municipal Planning Services increased fees to us. Strictly a flow-through.

svsouthview@outlook.com

From: James Woslyng
Sent: February 9, 2024 4:29 PM
To: Summer Village of South View
Subject: Bylaw 242-2024 The Fees and Charges Bylaw

Attention: Angela Duncan

Hello Angela.

Here are my concerns with the proposed new bylaw - The Fees and Charges Bylaw 242-2024. Please add these to the meeting agenda for the February 20, 2024 council meeting, for council's consideration.

Firstly, I am shocked that the proposed fees increases for the following:

- Development Permit Appeal Fees

From \$200 to \$1,250 is a 650% increase, plus if you are successful in your appeal, you won't get the \$1250 appeal fee back. Appeal fees used to be refundable. Keeping the appeal fee is just wrong.

The **Subdivision appeal fee** going from \$200 to \$1250 (a 650% increase) and being non-refundable), if successful, is also wrong.

Also, a new **Stop Order Appeal fee** of \$1250.00 is non-refundable. Again, wrong.

All appeal fees should be refundable if the applicant is successful in their appeal, because the development issues are not evenly dealt with throughout the village for the same developments.

I have experienced this first hand.

If this bylaw is passed with these fee increases, and being non-refundable, this amounts to just a tax grab.

Jim Woslyng
Resident of the Village of South View

APPEAL FEE COMPARISON

Municipality	Development		Subdivision		Stop Order	
	Appeal Fee	Ref?	Appeal Fee	Ref?	Appeal Fee	Ref?
LSAC	\$ 250		\$ 250		\$ 450	
Alberta Beach	\$ 150		\$ 150		\$ 150	
Onoway	\$ 150		\$ 150			
Mayerthorpe	\$ 200		\$ 200			
Sunrise Beach	\$ 1,250	YES	\$ 1,250	YES		
Nakamun Park**	\$ 1,000		\$ 1,000		\$ 1,000	
Silver Sands**	\$ 1,250		\$ 1,250		\$ 1,250	
West Cove	\$ 1,250		\$ 1,250		\$ 1,250	
Sunset Point	Determined by regional board					
Val Quentin	\$ 200		\$ 200			
Birch Cove	\$ 200		\$ 200			
Yellowstone	\$ 200	YES	\$ 200			
Half Moon Bay	\$ 400		\$ 400			
Birchcliff	\$ 400		\$ 400			
Jarvis Bay	\$ 200		\$ 200			
Norglenwold	\$ 400		\$ 400			
Spring Lake	\$ 250		\$ 250			
Gull Lake	\$ 250		\$ 250		both noted as BASE FEES	

** Will be on next agenda for approval - anticipate motions to approve.

6.a

Costs Associated with Subdivision and Development Appeals (report prepared 2023)

A	B	C	D	E	F
1					
2	Milestone Municipal Services	\$3,265.00	\$3,265.00 is an average, it varies from \$1,685.00 to \$7,533.00 depending on documentation, time, postponements, lawyers		
3	Clerk, Board, mileage & supplies				
4			other representatives etc		
5	SDAB #1 - SRB				
6	Milestone Municipal Services	\$4,785.20			
7	Development Officer	\$737.30			
8	Patriot Law	\$760.00			
9		\$6,282.50			
10					
11	SDAB #2 - SRB				
12	Milestone Municipal Services	\$3,266.74			
13	Development Officer	\$1,053.33			
14	Patriot Law	\$6,085.00			
15	Milestone Municipal Services	\$5,119.78			
16		\$15,524.85			
17					
18	SDAB #3 - different municipality				
19	Milestone Municipal Services	\$7,533.60			
20	Patriot Law	\$5,060.00			
21	Development Officer	\$4,550.25	Different DO		
22		\$17,143.85			
23					
24					
25	No additional Administration time has been charged to the municipality, but certainly significant time is expensed and could be added.				

* W/C
 Milestone # 7,626
 Patriot Law # 4,012
 Dev officer # 358

\$ 11,993

* more costs still to come.

6.6

**A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW IN THE
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

WHEREAS, the Council of the Summer Village of South View considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of South View;

AND WHEREAS, the Council of the Summer Village of South View recognizes the need to promote effective participation in local governance by all stakeholders, including Councillors, administration, formal delegations before council and committees, and the public in general, and therefore is agreeable to accommodating electronic means of participation herein, in accordance with Section 199 of the Municipal Government Act;

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NOW THEREFORE, the Council of the Summer Village of South View hereby enacts as follows:

Citation

1. This Bylaw may be cited as the "The Procedure Bylaw".

Definitions

2. In this bylaw:
 - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of South View.
 - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
 - c) "Council" means the Mayor and Councillors of the Summer Village of South View for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
 - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee.
 - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
 - e)f) "Electronic Means" shall be as defined in the Municipal Government Act, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear

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- and communicate with each other during the course of the meeting.
- f)g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
- g)h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
- h)i) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
- i)j) "Meetings" means meetings of Council and Council committees and in keeping with the interpretation of Section 199(1)(b) of the Municipal Government Act, shall include hearings.
- j)k) "Municipality" means the Municipality of the Summer Village of South View, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;

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Application

3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality;

Severability

4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid;

General

5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of South Views' Code of Conduct Bylaw.
9. A breach of any Section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
10. Public Hearings held with respect to bylaws, when required or when

requested by Council, will be held prior to second reading. Public Hearings shall be conducted in accordance with the procedures set out in Appendix C.

Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 9:30 a.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
21. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
22. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

Conduct of Meetings

23. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
24. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
25. A resolution does not require a seconder.
26. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
27. The following resolutions are not debatable by members:
 - a) adjournment
 - b) to take a recess
 - c) question of privilege
 - d) point of order
 - e) to limit debate on a matter before members
 - f) on division of a question
 - g) postpone the matter to a time certain
 - h) to table the matter
28. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
29. Where an item has been brought before Council, the same item cannot be tabled more than three times.
30. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information to be presented about the issue or matter.
31. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
32. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
33. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.

34. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
35. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
 - a) a motion to refer the main question to some other person or group for consideration
 - b) a motion to amend the main question
 - c) a motion to table the main question
 - d) a motion to postpone the main question to some future time
 - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
36. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
37. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
38. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
39. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;
40. A formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before

it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

Delegations

- 41. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least nine (9) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
- 42. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
- 43. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 42 to present the matter outlined.
- 44. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
- 45. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

Provision for Attendance and Participation by Electronic Means

- 46. In accordance with the provisions of Section 199 of the Municipal Government

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Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.

a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:

- A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
- A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public, as in the hybrid model the council chamber remains an effective point of access for the general public.

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b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.

c) In all cases, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.

d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.

e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:

- Those voting members or councillors present;
- Those administration present;
- Those delegations that may be present; and
- The general count of those public present.

47. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:

a) Telephone participation, both traditional landline and cellular mobile

participation;

- b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
- c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
- d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).

48. In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:

- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
- b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
- c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
- d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.
- e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.
- f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed

27

Session alone.

49. When making access by Electronic Means available to the general public:

a) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and distributed by the same means used to circulate the notice of meeting and agenda.

b) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderator of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.

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c) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic meeting platform, and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

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Rules of Order

46-50. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

Agenda and Order of Business

47-51. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least nine (9) business days before the meeting.

48-52. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. four (4) business days before the meeting.

49-53. Where the deadlines in section 5147 and 4852 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.

~~50-54.~~ The business intended to be dealt with shall be stated in the agenda in the following order where applicable:

1. Call to Order
2. Treaty 6 Territory Land Acknowledgment
3. Agenda Adoption
4. Minutes Adoption
5. Appointments (Delegations)
6. Bylaws
7. Business
8. Financial
9. Council Reports
10. Chief Administrator's Report
11. Information & Correspondence
12. Open Floor Discussion with Gallery - Total time provision of 15 minutes
13. Closed Meeting Session
14. Next Meeting
15. Adjournment

~~54-55.~~ The order of business established in section ~~540~~ shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.

~~52-56.~~ Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

Recording of the Minutes

~~53-57.~~ The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.

~~54-58.~~ If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.

~~56-59.~~ After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

~~56-60.~~ Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the

appropriate place.

~~57-61~~. Every bylaw shall have three separate and distinct readings.

~~58-62~~. After a member has made the motion for the second reading of the bylaw Council may:

- a) debate the substance of the bylaw; and
- b) propose and consider amendments to the bylaw.

~~59-63~~. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.

~~60-64~~. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.

~~64-65~~. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.

~~62-66~~. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:

- a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
- b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

Website

~~63-67~~. The Regular Council Meeting agenda will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.

~~64-68~~. Special Council Meeting agendas will be posted on the Summer Village website prior to the special Council meeting after it is prepared and distributed to Council.

~~65-69~~. Unapproved meeting minutes are to be posted on the Summer Village website within 7 business days after the meeting.

~~66-70~~. Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting.

~~67-71~~. Other items will be posted on the Summer Village website as directed by the CAO or designate.

BYLAW NO. ~~2439-2024~~³

Municipal Government Act RSA 2000 Chapter M-26
Part 5 Section 145

This Bylaw repeals Bylaw No. ~~23929-2022~~³ and comes into full force and effect upon third and final reading.

READ a first time this ~~2019~~th day of ~~February~~^{July}, 202~~34~~⁴.

READ a second time this ~~2019~~th day of ~~February~~^{July}, 202~~34~~⁴.

UNANIMOUS CONSENT to proceed to third reading this ~~2019~~th day of ~~July~~^{February}, 202~~34~~⁴.

READ a third and final time this ~~2019~~th day of ~~July~~^{February}, 202~~34~~⁴.

SIGNED this ~~2019~~th day of ~~July~~^{February}, 202~~34~~⁴.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF SOUTH VIEW
APPENDIX A

Municipal Government Act Division 3
Duties, Titles and Oaths of Councillors

General duties of Councillors
153

Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

SA 2000 cM-26 s153;2015 c8 s17;2016 c24 s15

SUMMER VILLAGE OF SOUTH VIEW
APPENDIX B

Municipal Government Act Division 3
Duties, Titles and Oaths of Councillors

General duties of chief elected official
154

- (1) A chief elected official, in addition to performing the duties of a Councillor, must
 - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF SOUTH VIEW
APPENDIX C
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions.

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

Public Hearing Procedures

Definitions

1. "Chairman" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate

SUMMER VILLAGE OF SOUTH VIEW PUBLIC HEARING

Date Time

Bylaw #

INTRODUCTION & PROCEDURES

- 1 (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chairman) "The following rules of conduct will be followed during the Public Hearing:"
Presentation should be brief and to the point
The order of presentation shall be
 - o Entry of written submission
 - o Comments from the ****
 - o Those supporting the Bylaw
 - o Those opposing the Bylaw
 - o Any other person deemed to be affected by the BylawThe Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw **** open"

- 3 (Secretary) "The purpose of Bylaw **** is to amend ***.

First Reading was given to Bylaw **** on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert date)

- 4 (Chairman) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record) "Comments from the **** Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

BYLAW NO. 239-2023

Municipal Government Act RSA 2000 Chapter M-26
Part 5, Section 145

- | 5 (Chairman) "Are there any further comments from the **** Dept."
- | 6 (Chairman) "Do the Councilors have any further questions"
- | 7 (Chairman) "If not, I hereby declare this Public Hearing relating to Bylaw **** be closed and will adjourn this Public Hearing.

**A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW IN THE
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

WHEREAS, the Council of the Summer Village of South View considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of South View;

AND WHEREAS, the Council of the Summer Village of South View recognizes the need to promote effective participation in local governance by all stakeholders, including Councillors, administration, formal delegations before council and committees, and the public in general, and therefore is agreeable to accommodating electronic means of participation herein, in accordance with Section 199 of the Municipal Government Act;

NOW THEREFORE, the Council of the Summer Village of South View hereby enacts as follows:

Citation

1. This Bylaw may be cited as the "The Procedure Bylaw".

Definitions

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- g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta.
- h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
- i) "Member" means a Councillor or person at large appointed by Council to a committee of Council.
- j) "Meetings" means meetings of Council and Council committees and in keeping with the interpretation of Section 199(1)(b) of the Municipal Government Act, shall include hearings.
- k) "Municipality" means the Municipality of the Summer Village of South View, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;

Application

- 3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality;

Severability

- 4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid;

General

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
- 8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of South Views' Code of Conduct Bylaw.
- 9. A breach of any Section of this Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 10. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings shall be conducted in accordance with the procedures set out in Appendix

C.

Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. Regular meetings of Council shall begin at 9:30 a.m.
16. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
17. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
18. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
19. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
20. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
21. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.
22. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

Conduct of Meetings

23. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.

24. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
25. A resolution does not require a seconder.
26. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
27. The following resolutions are not debatable by members:
 - a) adjournment
 - b) to take a recess
 - c) question of privilege
 - d) point of order
 - e) to limit debate on a matter before members
 - f) on division of a question
 - g) postpone the matter to a time certain
 - h) to table the matter
28. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
29. Where an item has been brought before Council, the same item cannot be tabled more than three times.
30. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information to be presented about the issue or matter.
31. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
32. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable to the case without argument or comment.
33. The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
34. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer

or not as the case may be.

35. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
 - a) a motion to refer the main question to some other person or group for consideration
 - b) a motion to amend the main question
 - c) a motion to table the main question
 - d) a motion to postpone the main question to some future time
 - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
36. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.
37. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
38. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.
39. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place but which has not been completed;
40. A formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Privacy Act. Confidential items can include items under Division 2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more

other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

Delegations

41. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least nine (9) business days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
42. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
43. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 42 to present the matter outlined.
44. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council. Should the behaviour of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.
45. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation;

Provision for Attendance and Participation by Electronic Means

46. In accordance with the provisions of Section 199 of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when

deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.

a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:

- A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,
- A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public, as in the hybrid model the council chamber remains an effective point of access for the general public.

b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.

c) In all cases, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.

d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.

e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:

- Those voting members or councillors present;
- Those administration present;
- Those delegations that may be present; and
- The general count of those public present.

47. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:

a) Telephone participation, both traditional landline and cellular mobile participation;

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- b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
 - c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
 - d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).
48. In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:
- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
 - b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
 - c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
 - d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending the meeting physically.
 - e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.
 - f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

49. When making access by Electronic Means available to the general public:
- a) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and distributed by the same means used to circulate the notice of meeting and agenda.
 - b) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderator of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.
 - c) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic meeting platform, and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

Rules of Order

50. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order";

Agenda and Order of Business

51. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least nine (9) business days before the meeting.
52. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. four (4) business days before the meeting.
53. Where the deadlines in section 51 and 52 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
54. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
1. Call to Order

2. Treaty 6 Territory Land Acknowledgment
 3. Agenda Adoption
 4. Minutes Adoption
 5. Appointments (Delegations)
 6. Bylaws
 7. Business
 8. Financial
 9. Council Reports
 10. Chief Administrator's Report
 11. Information & Correspondence
 12. Open Floor Discussion with Gallery - Total time provision of 15 minutes
 13. Closed Meeting Session
 14. Next Meeting
 15. Adjournment
55. The order of business established in section 54 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
56. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw;

Recording of the Minutes

57. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
58. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
59. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting;

Bylaws

60. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
61. Every bylaw shall have three separate and distinct readings.

62. After a member has made the motion for the second reading of the bylaw Council may:
 - a) debate the substance of the bylaw; and
 - b) propose and consider amendments to the bylaw.
63. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
64. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
65. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
66. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
 - a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
 - b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

Website

67. The Regular Council Meeting agenda will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
68. Special Council Meeting agendas will be posted on the Summer Village website prior to the special Council meeting after it is prepared and distributed to Council.
69. Unapproved meeting minutes are to be posted on the Summer Village website within 7 business days after the meeting.
70. Approved minutes are to be posted on the Summer Village website within 3 business days after the meeting.
71. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw No. 239-2023 and comes into full force and effect upon third and final reading.

READ a first time this 20th day of February, 2024.

READ a second time this 20th day of February, 2024.

UNANIMOUS CONSENT to proceed to third reading this 20th day of February, 2024.

READ a third and final time this 20th day of February, 2024.

SIGNED this 20th day of February, 2024.

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

SUMMER VILLAGE OF SOUTH VIEW
APPENDIX A

Municipal Government Act Division 3
Duties, Titles and Oaths of Councillors

General duties of Councillors
153

Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

SA 2000 cM-26 s153;2015 c8 s17;2016 c24 s15

SUMMER VILLAGE OF SOUTH VIEW
APPENDIX B

Municipal Government Act Division 3
Duties, Titles and Oaths of Councillors

General duties of chief elected official
154

- (1) A chief elected official, in addition to performing the duties of a Councillor, must
 - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
 - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF SOUTH VIEW
APPENDIX C
Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions.

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

Public Hearing Procedures

Definitions

1. "Chair" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate

SUMMER VILLAGE OF SOUTH VIEW PUBLIC HEARING

Date Time

Bylaw #

INTRODUCTION & PROCEDURES

- 1 (Chair) "The following Public Hearing is held pursuant to the Municipal Government Act"
- 2 (Chair) "The following rules of conduct will be followed during the Public Hearing:"
Presentation should be brief and to the point
The order of presentation shall be
 - o Entry of written submission
 - o Comments from the ****
 - o Those supporting the Bylaw
 - o Those opposing the Bylaw
 - o Any other person deemed to be affected by the Bylaw
 The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw **** open"

- 3 (Secretary) "The purpose of Bylaw **** is to amend ***.

First Reading was given to Bylaw **** on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert d-ate)

- 4 (Chair) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record) "Comments from the *** Department"

"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

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- 5 (Chair) "Are there any further comments from the **** Dept."
- 6 (Chair) "Do the Councilors have any further questions"
- 7 (Chair) "If not, I hereby declare this Public Hearing relating to Bylaw
**** be closed and will adjourn this Public Hearing."

**Draft Agenda for Spring 2024 Municipal Leaders Caucus
March 14 and 15, 2024**

Thursday, March 14	
9:00 a.m.	Registration and Breakfast
10:00 a.m.	President's Opening Remarks
10:15 a.m.	Minister of Municipal Affairs' Remarks
10:30 a.m.	<p>Whiskey's for Drinking; Water's for Fighting: Preparing for Possible Drought in Summer 2024</p> <p>Alberta experienced drought in several parts of the province in 2023. Significant drought was avoided through the effective use of water storage in southern Alberta, but now many water storage reservoirs are very low, with a warm and dry winter forecasted. These factors could lead to a significant drought in 2024.</p> <p>Alberta Environment & Protected Areas will present an update on the current and forecasted situation. The province is also taking steps to prepare to respond and to collaborate with key water license holders and other stakeholders. Alberta Municipalities will present its work to support long term increased water conservation.</p>
11:30 a.m.	President's Report
11:45 p.m.	Lunch
12:45 p.m.	<p>Bridge over Troubled Waters: Fostering Respect in Polarized Communities</p> <p>Healthy debate is central to democracy, but too often political discourse crosses the line into vitriol and personal attacks. The degradation of public discourse is taking its toll on municipal officials' mental health and pushing moderate voices to the sidelines. This session will feature a panel of municipal officials along with legal and communications experts, who will discuss their experiences and highlight opportunities to create space for constructive dialogue on local issues.</p>
2:00 p.m.	Break
2:15 p.m.	<p>Policy Palooza: Crafting Resolutions That Hit the Right Notes</p> <p>ABmunis will spin our top records for adopted resolutions past and present. We will also provide an update on changes to the playbook that governs our resolution process to ensure we're all in harmony, as well as tips to help write a resolution that is a smash hit with other members. You will also have the opportunity to find municipal bandmates interested in jamming on resolutions to address similar issues.</p>
3:00 p.m.	Requests for Decision
3:15 p.m.	Break and transition to breakout rooms
3:30 p.m. – 4:45 p.m.	<p>Mingle in the Municipality: Member-Led Discussions Based on Municipal Type</p> <p>Join your peers from cities, towns, or villages and summer villages to discuss top-of-mind municipal issues; brainstorm solutions; and provide feedback on ABmunis advocacy, events, and communications.</p>
5:00 – 6:30 p.m.	RMRF Networking Reception
6:30 p.m.	Hospitality Suite sponsored by Alberta Counsel (Craft Beer Market)

Friday, March 15	
8:00 a.m.	Registration and Breakfast
9:00 a.m.	Opposition Leader's Remarks
9:15 a.m.	Ministers' Dialogue Session I
10:15 a.m.	Break
10:30 a.m.	Ministers' Dialogue Session II
11:30 a.m.	Premier's Remarks
11:50 a.m.	Closing Remarks
12:00 – 1:00 p.m.	Ministers' Reception and Stand-Up Lunch

2024 SPRING MUNICIPAL LEADERS CAUCUS

[Home](#) / [Events](#) / 2024 Spring Municipal Leaders Caucus

← Events

Mar 14 - 15

Hybrid
Advocacy

REGISTER TODAY!

Event Summary

Join us for the 2024 Spring Municipal Leaders' Caucus (MLC), taking place at the Westin Edmonton on March 14 and 15. This important event will cover key, top-of-mind issues facing your communities, and give you a chance to hear from government leaders. Registrations also includes a networking reception with delegates following day one.

Municipal Leaders' Caucus is only open to elected officials and senior administrators representing a municipality within Alberta.

Register today!

Spring MLC Accommodations

A room block has been created at our host hotel, The Westin Edmonton, with rooms starting at \$195 per night plus applicable taxes. Please use the below link to book a room, or call the hotel at 780-426-3636.

Book your hotel accommodations

Sponsor an RFD

Does your municipality have a pressing issue that can't wait until the resolutions session at Convention this fall? Consider sponsoring a Request for Decision (RFD) at Spring MLC. You can find more information about RFDs on our **Requesting Action by Alberta Municipalities** webpage, along with an RFD template. Your RFD must be submitted with proof of council endorsement to **advocacy@abmunis.ca** by end of day, February 23, 2024. Feel free to reach out to us at this email if you have questions.

Event Category

Advocacy

Location

The Westin Edmonton
10135 100 Street NW
Edmonton AB T5J0N7

Audience

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Municipal Leaders' Caucus is only open to elected officials and senior administrators representing a municipality within Alberta.

Ticket pricing

Municipal Leaders' Caucus In-person - \$250

Municipal Leaders' Caucus Virtual - \$125*

Virtual attendees will have access to participate in all sessions taking place in the main ballroom. However, due to technical restrictions, virtual participants will not have the ability to choose the breakout session they would like to attend. All virtual participants will automatically remain in the main ballroom, regardless of municipality size.

Downloads

 [2024 ALBERTA MUNICIPALITIES SPRING MLC AGENDA.PDF](#)

Cancellation/Refund Policy

Any cancellation made prior to 4:30 pm on Friday, March 1, 2024 will be eligible for a full refund minus a \$10 administrative fee. Any cancellation made between March 1 at 4:30 pm and March 8 at 4:30 pm will be eligible for a 50% refund. Any cancellations made after 4:30 pm on March 8 will not be eligible for a refund.

Registrations are transferrable. Please send all cancellation requests or changes to registration@abmunis.ca. Please note, you must be an elected official or senior administrator from an Alberta Municipalities Regular Member or RMA Member Municipality to attend this event. If you have any questions, please email registration@abmunis.ca. Alberta Municipalities reserves the right to review, cancel, and refund registrations if necessary.

REGISTER OR

FIND MORE

More Upcoming Events

MAR 1, 3:00 PM - VIRTUAL

ABmunis' Report on Alberta's 2024 Budget

MAR 28, 10:30 AM - VIRTUAL

Municipal Network for Welcoming and Inclusive Communities (WIC)

SEP 25, 1:00 AM - IN-PERSON

2024 Convention & Trade Show

STAY UP TO DATE!

We keep you informed. Subscribe to one of our regular newsletters.

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svsouthview@outlook.com

From: Kristina Dembinski <kdembinski@sagewoodcommunications.ca>
Sent: February 8, 2024 1:08 PM
To: Kristina Dembinski
Subject: Water well workshops for well owners - scheduling spring 2024 workshops
Importance: High

Good afternoon Summer Villages,

Some of you are familiar with the provincial Working Well program and have even hosted a workshop in the past, either on your own or in partnership with a local Watershed Planning and Advisory Council (WPAC) or a neighbouring rural municipality.

I am the Working Well Program Coordinator and am reaching out directly to you today to let you know the program is now taking requests for spring 2024 (late April, May and early June) workshops. We offer both virtual and in-person options.

We look forward to these opportunities to continuing to work with summer villages, WPACs, municipalities and other organizations to make the live workshops and important water well management information available to private water well owners across the province.

If you are interested in hosting (or even co-hosting with a neighbouring summer village, a local municipality or WPAC) please complete the online request form. The number of workshops is limited and will be scheduled on a first come first served basis.

If you have questions about the workshops or the Working Well program, don't hesitate to contact me.

Thanks and look forward to hearing from you.

Kristina Dembinski
Sagewood Communications Solutions Ltd.
sagewoodcommunications.ca
780-718-5023

svsouthview@outlook.com

From: Kristina Dembinski <kdembinski@sagewoodcommunications.ca>
Sent: February 9, 2024 10:40 AM
To: Summer Village of South View
Subject: RE: Water well workshops for well owners - scheduling spring 2024 workshops

Hello Angela,

Appreciate your interest in Working Well. The program does not charge a fee to deliver the workshops. The program provides the presenters and workshop resources for participants. We also supply templated posters, ads and graphics for the host to advertise/promote the workshop. As the program coordinator I look after setting up online registration pages and monitoring incoming registrations. I stay in close contact with the host to provide registration updates. We do require a minimum of 15 people registered to proceed with a workshop (virtual or in-person). If you have neighbouring communities/municipalities/SVs who might also be interested in a workshop, co-hosting can be a good way to go.

Any costs a workshop host may incur can vary from host to host and will depend on things like, if it is an in-person workshop, making arrangements for the venue and setting up the venue, whether or not you will provide refreshments or a meal for participants at an in-person workshop, any staff or volunteer time associated with preparing for the workshop and, using the templated materials provided, promoting/advertising the workshop in your community (including any paid advertising/post boosting the host chooses to do).

Hope this helps. If you have any more questions, don't hesitate to ask or also feel free to call me.

Regards,

Kristina Dembinski
Sagewood Communications Solutions Ltd.
sagewoodcommunications.ca
780-718-5023

From: Summer Village of South View <svsouthview@outlook.com>
Sent: Friday, February 9, 2024 8:44 AM
To: Kristina Dembinski <kdembinski@sagewoodcommunications.ca>
Subject: RE: Water well workshops for well owners - scheduling spring 2024 workshops

Hello,

Is there a cost to hosting a workshop?

Thanks,

Angela Duncan
Assistant CAO
Summer Village of South View
780-967-0271
<http://www.summervillageofsouthview.com/>


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Feature



[Refocusing health care in Alberta](#)

Prioritizing patients and empowering health care professionals.

[Home](#) →  → [All services](#) → [Environment](#) → [Water](#) → [Groundwater and water wells](#) → Working Well

Working Well

Information, workshops and other resources for private water well owners.

Background

In June 2006, a series of groundwater and coal bed methane (CBM) public information sessions were held in central and southern Alberta. These sessions addressed landowner concerns about CBM development potentially affecting groundwater supplies.

Following these sessions, additional workshops were requested by water well owners related to water well management (such as proper construction, operation and maintenance). This led to the establishment of the Working Well program.

Our vision

The Working Well program works to ensure safe and secure groundwater supplies for water well users in Alberta.

Our objectives

Awareness: To help water well owners recognize that management of private wells is their responsibility, and to understand the potential impacts of human activities on groundwater.

Knowledge: To help well owners gain a basic understanding of groundwater science, how a water well works, and how a well should be managed.

Practice Change: To help well owners acquire the knowledge and skills to adopt recommended water well management practices.

Our partners

Working Well is a collaborative effort, led by Alberta Environment and Protected Areas with the support of:

- [Agriculture and Irrigation](#)
- [Alberta Health](#)
- [Alberta Water Well Drilling Association](#)
- [Alberta Health Services - Environmental Public Health](#)

We also appreciate the past and present support of:

- Leduc County
- Yellowhead County
- Brazeau County

[Alberta.ca](#)

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7.c



FIRE RESCUE INTERNATIONAL (DIVISION 7801)

Feb 1, 2024

Villages of Silver Sands and South View
PO Box 8
Alberta Beach, AB
TOE OAO

Attention: Mayors, Councils, & Administration
Regarding: Future Fire Station in Lake Isle

Good Day,

As per many past discussions I am hoping to open a dialogue regarding opening a satellite fire station in Silver Sands to better serve the residents of Silver Sands and South View. Specifically, the intent of this communication is to find out if there is interest in opening a satellite station in Silver Sands. More to the point, I am curious if there is a budget and appetite for Silver Sands to provide heated parking for one pump and possibly a fast response unit within their public works building, and would South View have the means to purchase and install a modest crew housing unit (all-season jobsite trailer) behind the Silver Sands building?

With the imminent installation of "Pump #4" to the Alberta Beach station, we have one extra unit (Pump 1) that could be housed in Silver Sands. Pump 1 is still fit for service and has annual safety and pump testing completed. With the addition of staff housing, Fire Rescue International could move a couple of our members to this location thus providing what is needed to open a fire station in the area. This station would be considered a "Satellite" to the Alberta Beach station only in such that we would not store anything or perform training evolutions out of the Lake Isle station. The reason for this: so as not to take up too much space or inconvenience the public works department.

In addition to the obvious benefits of quicker responses and trained medical staff in the community, by adding a Lake Isle fire station, BOTH Silver Sands & South View residents would be able to claim a viable fire department within the 13-KM distance required for insurance rate reductions thus providing further independence from sister agencies – should they become overwhelmed or do not have members to respond. What's more, with a local fire station, should councils decide to re-visit the bulk water storage proposals recommended by your fire service roughly 5-years ago; both villages could qualify for superior tanker shuttles

**www.firerescueinternational.net 855-710-3473 info@firerescueinternational.net
4935-50th Ave P.O. Box 278 Alberta Beach, Alberta TOE-OAO**

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FIRE RESCUE INTERNATIONAL (DIVISION 7801)

providing an insurance rating brake that equals a town with fire hydrants! Quite literally, a local station with bulk water in both locations could save TWICE whatever it costs... not to mention lives and property.

If this proposal is something both villages are interested in, Fire Rescue International is prepared to make this change as quickly as council approval and station/barracks logistics can be worked out. Given the lengthy EMS response times to the area and the dire wildfire forecast, Fire Rescue International recommends a rapid review and assessment by Council and Administration. If you require more information or would like to discuss the possibility of a station, I am available at your convenience.

Regards,

FC David Ives

**A BYLAW OF THE SUMMER VILLAGE OF SOUTH VIEW, IN THE
PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR
MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER
BODIES ESTABLISHED BY THE COUNCIL**

WHEREAS Municipal Councils must, by bylaw, establish a code of conduct governing the conduct of Councillors, pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26* as amended from time to time; and

WHEREAS Municipal Council may establish a code of conduct governing the conduct of members of council committees and other bodies established by the council pursuant to the *Municipal Government Act, R.S.A. 2000 Chapter M-26* as amended from time to time; and

WHEREAS the elected officials of the Summer Village of South View recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them; and

WHEREAS, the Council for the Summer Village of South View wishes to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council;

NOW THEREFORE the Council of the Summer Village of South View, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. SHORT TITLE

1.1. This Bylaw may be cited as the "Code of Conduct Bylaw".

2. DEFINITIONS

2.1. "Act" means the *Municipal Government Act, R.S.A. 2000 Chapter M-26*, as amended from time to time.

2.2. "Bylaw" means a bylaw of the Summer Village of South View.

2.3. "Chief Administrative Officer" or "CAO" means the person appointed to the position of Chief Administrative Officer by Council.

- 2.4. *"Code of Conduct"* means the Summer Village of South View Code of Conduct for Members of Council, Council Committees and Other Bodies Established by Council.
- 2.5. *"Committee"* means a board, commission, authority, task force or any other public body established by Council.
- 2.6. *"Confidential Information"* means any information that is prohibited from being disclosed under Alberta's Freedom of Information and Protection of Privacy Act (FOIPP) and also includes any information received by a Member in confidence by virtue of their position on Council, a Council Committee or other body established by the Council, as well as matters discussed in meetings that have been closed to the public, unless those matters have subsequently been made public by Council.
- 2.7. *"Council"* means the Council of the Summer Village of South View.
- 2.8. *"Integrity Commissioner" or "Commissioner"* means the individual appointed by Council to receive, assess, investigate and adjudicate complaints regarding breach of the Code of Conduct.
- 2.9. *"Member"* is intended to include both Members of Council and Members of Council Committees or other bodies established by the Council.
- 2.10. *"Member of Council"* means a duly elected Member of Council and includes the Mayor and Deputy Mayor.
- 2.11. *"Member of Council Committee or other body established by the Council"* means member of a committee, board, authority, task force or other body duly appointed by Council.
- 2.12. *"Summer Village"* means the Corporation or the Summer Village of South View.

3. CODE OF CONDUCT

- 3.1. That the *Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council* is attached hereto as "Schedule A" and forms part of this bylaw.

4. PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS

- 4.1. That the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct*, is attached hereto as "Schedule B" and forms part of this bylaw.

5. AMENDMENTS

5.1. That amendments or additions to the *Code of Conduct for members of Council, Council Committees and Other Bodies Established by the Council (Schedule A)* or the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct (Schedule B)* will require an amendment to this Bylaw.

6. INTERPRETATION

6.1. Terms which are not defined in the Code of Conduct Bylaw will be given their ordinary meaning.

6.2. Within the text of the Code of Conduct Bylaw:
a) use of a pronoun or determiner which indicates one gender shall include all genders unless the context requires otherwise, and
b) use of the singular shall include the plural and the plural shall include the singular as the context requires.

7. SEVERABILITY

7.1. It is the intention of the Council of the Summer Village of South View that each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part of this Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall be effective and enforceable.

8. COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

READ a first time this 13th day of June 2018.

READ a second time this 13th day of June 2018.

UNANIMOUS CONSENT to proceed to third reading this 13th day of June 2018.

READ a third and final time this 13th day of June 2018.

SIGNED this 13th day of June 2018

Mayor, Sandi Benford

Chief Administrative Officer, Wendy Wildman

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SCHEDULE A

**THE SUMMER VILLAGE OF SOUTH VIEW
CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL
COMMITTEES AND OTHER BODIES ESTABLISHED BY THE COUNCIL**

1. PURPOSE AND PRINCIPLES

- 1.1.** The purpose and intent of this Code of Conduct is to establish standards of conduct for Members of Council, Council Committees and other bodies established by the Council so that they may carry out their entrusted duties with diligence and impartiality while maintaining the highest standard of integrity.
- 1.2.** The Code is intended to supplement existing superior legislation and municipal by- laws and policies that govern the conduct of Members of Council, Council Committees and other bodies established by the Council.
- 1.3.** The key principles underlying this Code of Conduct are as follows:
 - a)** The public should have confidence that the elected and appointed officials of the Summer Village of South View operate from a basis of integrity, justice, courtesy and propriety and will carry out their duties in a fair, impartial and transparent manner;
 - b)** Holding public office is a privilege and responsibility and Members shall put the interests of the residents and rate payers of the municipality as a whole above personal interests;
 - c)** Members should demonstrate respect for the law and for the policies, procedures and processes of the Summer Village of South View;
 - d)** Members have a duty to treat members of the public, representatives from other agencies or municipalities, each other and staff with respect and dignity and without abuse, bullying or intimidation;
 - e)** Members of Council, Council Committees and other bodies established by the Council must exercise due care in the treatment of any Confidential Information obtained through their elected or appointed positions.

2. COMPLIANCE WITH CODE OF CONDUCT

- 2.1.** This Code of Conduct applies to all Members of Council and Members of Council Committees and other bodies established by the Council and all Members must observe and comply with all provisions of the Code of Conduct as well as other policies and procedures established by Council which affect the Member.
- 2.2.** Members of Council shall sign and agree to comply with the Code of

Conduct at or prior to the first meeting of Council after their election to office.

- 2.3.** Members of Council Committees or other bodies established by the Council of the Summer Village of who are not Members of the Summer Village of South View Council or the Council of another municipality, shall sign and agree to comply with the Summer Village of South View Code of Conduct on or before attending their first committee meeting. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 2.4.** Members of Council of the Summer Village of South View, who are Members of another municipalities Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of South View Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council.
- 2.5.** Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 2.6.** All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 2.7.** No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

3. GENERAL PERSONAL CONDUCT

- 3.1.** Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
- 3.2.** As representatives of the Summer Village of South View, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
- 3.3.** Members of Council shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality above personal interests.
- 3.4.** Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not

make comments that could be offensive to other Members, staff or the public or that could be construed as sexist, racist or otherwise discriminatory.

- 3.5.** Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
- 3.6.** Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Summer Village of South View Procedural Bylaw. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 3.7.** Members of Council of the Summer Village of South View, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of South View Code of Conduct for Members of Council, Council Committees and Other Bodies established by the Council.
- 3.8.** Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 3.9.** All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 3.10.** No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

4. GENERAL PERSONAL CONDUCT

- 4.1.** Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
- 4.2.** As representatives of the Summer Village of South View, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
- 4.3.** Members of Council shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality above personal interests.

- 4.4. Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not make comments that could be offensive to other Members, staff or the public or that could be construed as sexist, racist or otherwise discriminatory.
- 4.5. Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
- 4.6. Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Summer Village of South View Procedural Bylaw.
- 4.7. The venue for discussions on matters before Council, a Council Committee or other body established by the Council is within their respective meetings. Members shall not engage in debate with each other via public mediums such as letters to the editor, bios or social media.
- 4.8. Members are expected to use good judgement as to what is appropriate use of electronic social media and must not communicate anything that could harm the reputation of the Summer Village of South View. Providing personal comments on matters before the Summer Village Council, Council Committees or other bodies established by the Council on social media is inappropriate.
- 4.9. If a difference or conflict between Members is not easily resolved, processes outlined in the Procedural Bylaw and best practices in conflict resolution shall be employed in order to resolve the issue and maintain working relationships among Members.

5. OBLIGATIONS OF MEMBERS

- 5.1. Members must conduct themselves in accordance with the requirements and obligations set out in municipal, provincial and federal legislation or regulations, including but not limited to the following:
 - a) Alberta Human Rights Act;
 - b) Alberta Local Authorities Election Act;
 - c) Canadian Human Rights Act;
 - d) Criminal Code of Canada;
 - e) Freedom of Information and Protection of Privacy Act;
 - f) The Summer Village of South View Procedural Bylaw;
 - g) Municipal Government Act;
 - h) Occupational Health and Safety Act, Regulation and Code,

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including the Summer Village of South View Health and Safety Program.

- 5.2. As outlined in the Municipal Government Act, Members of Council have a duty to participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by Council.
- 5.3. All Members are expected to be suitably prepared for meetings of Council or any Committee or other body established by the Council on which they serve.
- 5.4. All Members must attend orientation or training sessions as offered by the municipality.

6. AVOIDANCE OF CONFLICTS OF INTEREST

- 6.1. Members of Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Council.
- 6.2. Members of a Council Committee or other body established by the Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Committee or other body on which they serve.
- 6.3. Members shall remove themselves from the proceedings regarding any matter in which they have a pecuniary interest.
- 6.4. Members shall not influence or attempt to influence a decision in a matter that they have a pecuniary or personal interest which comes before Council, a Council Committee or other body established by the Council on which they serve.
- 6.5. Members shall not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council.
- 6.6. Members shall not allow their personal interests or connection to volunteer organizations to influence their impartiality with respect to the duties they carry out as Members of Council, a Council Committee or other body established by the Council.
- 6.7. Members shall not engage in any activity that is incompatible with the ethical performance of their official duties in the public interest, as members of Council, as Council Committee or other body established

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by the Council.

7. USE OF MUNICIPAL ASSETS AND SERVICES

- 7.1.** Members shall use municipal assets and services for activities relevant to their role as Members of Council, a Council Committee or other body established by the Council, and in accordance with any applicable municipal policy or procedure.
- 7.2.** Members shall use municipal computers, smart phones or other related technology devices or systems, including email and internet, in accordance with the municipality's policies and procedures
- 7.3.** Members of Council shall not use the property, land, facilities, equipment, supplies, services or other resources of the municipality for any election campaign or campaign-related activities, unless otherwise authorized by policy or bylaw.
- 7.4.** No Member of Council shall use the services of persons for election-related purposes during hours in which those persons are receiving compensation from the municipality.
- 7.5.** No Member shall obtain personal or financial gain or advantage through the use of municipal assets or services or from municipally developed intellectual property.

8. USE OF INFLUENCE OF OFFICE

- 8.1.** No Member shall use the influence of his or her position on Council, a Council Committee or other body established by the Council for any purpose other than for the exercise of his or her official duties.
- 8.2.** Members shall not use their position to obtain employment or contracts with the municipality for themselves, family members or close associates.

9. ACCEPTANCE OF GIFTS OR BENEFITS

- 9.1.** Acceptance of gifts or benefits by a Members shall be in accordance with federal and provincial legislation and must be accepted or reported in accordance with any Summer Village policy or procedure.
- 9.2.** Members shall ensure that they do not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council through the acceptance of gifts or

benefits.

10. INTERACTIONS WITH MUNICIPAL STAFF

- 10.1.** Council's sole employee is the Chief Administrative Officer (CAO); Members of Council will respect the CAO's authority to direct staff.
- 10.2.** Members will treat municipal staff with dignity, understanding and respect and will adhere to any of the Summer Village of South View policies, procedures or directives in order to ensure that the municipal work environment is free from discrimination, bullying and harassment.
- 10.3.** No Member shall use, or attempt to use, their authority for the purpose of influencing any staff member with the intent of interfering in staff's duties.
- 10.4.** No Member shall maliciously or falsely impugn or injure the professional or ethical reputation of staff and all Members shall show respect for the professional capacities of the staff of the municipality.
- 10.5.** No Members shall compel staff to engage in partisan political activities or subject staff to threat or discrimination for refusing to participate in such activities.

11. INTERACTIONS WITH OTHER AGENCIES OR MUNICIPALITIES AND THE PUBLIC

- 11.1.** In the performance of their duties, Members will treat representatives of other agencies or municipalities and members of the public with dignity, understanding and respect and will adhere to any and or all of the Summer Village of South View policies, procedures or directives put in place to ensure that workplace environments are free from discrimination, bullying and harassment.

12. CONFIDENTIAL INFORMATION

- 12.1.** Personal information collected by the Summer Village of South View will only be used for the purpose for which it was collected, and only disclosed if such disclosure complies with Alberta's Freedom of Information and Protection of Privacy Act (FOIPP).
- 12.2.** Members are encouraged to acquire an understanding of the principles of FOIPP.
- 12.3.** Members shall not release information subject to solicitor-client privilege without express authorization from Council unless required by law to do

so.

- 12.4.** Members shall not release or divulge any matters discussed while in a closed meeting including any aspect of the closed meeting deliberations to anyone, unless expressly authorized by Council or required by law to do so.
- 12.5.** Members who speak or write publicly are responsible for ensuring that they do not divulge Confidential Information.
- 12.6.** The responsibility for protecting Confidential Information includes the responsibility for ensuring that documents or digital information are not directly or indirectly made available to unauthorized persons.
- 12.7.** No Member shall use Confidential Information for personal gain or benefit, or for the personal gain or benefit of any other person or body.
- 12.8.** A Member's responsibility for maintaining confidentiality extends beyond the term of office or the period of appointment.

13. IMPLEMENTATION

- 13.1.** The Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council and the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will be adopted by bylaw as required by Section 146.1 of the Municipal Government Act, or as amended from time to time.
- 13.2.** Amendments or additions to the Code of Conduct or the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will require an amendment to the Code of Conduct Bylaw.
- 13.3.** Council will review the Code of Conduct on an annual basis at the Organizational Meeting to ensure it is current and remains relevant to the day-to-day conduct of Members.
- 13.4.** Council will appoint an Integrity Commissioner who will be responsible for accepting, assessing, investigating and adjudicating complaints or requests for investigation regarding breach of the Code of Conduct.
- 13.5.** The process for appointing the Integrity Commissioner will be the same process as for appointments to Council Committees or other bodies established by Council.
- 13.6.** The position of Integrity Commissioner will be a paid contract position, with an appropriate hourly rate of pay or daily per diem, to be established by

Council at the time of appointment. The Commissioner may also be reimbursed for expenses approved by the Mayor, or the Deputy Mayor or any 2 members of Council who are not the subject of any complaint under investigation.

- 13.7.** The term for an Integrity Commissioner will be 4 years; a Commissioner may be re- appointed at the end of their first term but may not serve more than two (2) consecutive terms.
- 13.8.** If at any time it is determined by Council that the Integrity Commissioner has conflict of interest or has acted in an unfair or unethical manner, Council may require the Commissioner to relinquish their position.
- 13.9.** Complaints and requests for investigations into allegations that a Member has breached the Code of Conduct will follow the procedure outlined in the *Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct*, Schedule B of the Code of Conduct Bylaw.

SCHEDULE B

**THE SUMMER VILLAGE OF SOUTH VIEW
PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS
REGARDING BREACH OF THE CODE OF CONDUCT**

Where a member of the public, a Member of Council, a Member of a Council Committee or other body established by the Council, or an employee of the Summer Village of South View, has reasonable grounds to believe that a Member has breached this Code, a complaint or request for inquiry may be submitted in confidence to the Integrity Commissioner or to a designated alternate in the absence of the Commissioner.

All complaints or requests for inquiries must be in writing and should include:

- a) the complainant's name and contact information;
- b) the name of the Member(s) to whom the complaint relates;
- c) the nature of the alleged contravention;
- d) the specific provision(s) of the Code allegedly contravened;
- e) names of any witnesses to the alleged contravention;
- f) any other supporting documentation that will assist the Commissioner in evaluating the complaint.

The Commissioner may refuse to undertake an investigation if the complainant fails to provide sufficient documentation to support their complaint.

If after reviewing the complaint, if the Commissioner determines that the complaint is an allegation of a criminal nature consistent with the Criminal Code, the Commissioner will inform the complainant that the allegation must be made through the appropriate police service.

If the complainant is a Member or municipal staff, the Commissioner will review the complaint to determine if it falls under any of the Summer Villages harassment or respectful workplace policies, procedures or directives intended to ensure a working environment free of discrimination, bullying and harassment. If it does, the Commissioner will advise the complainant to contact the appropriate party (CAO, Manager or Supervisor) to initiate the process outlined in the applicable policy, procedure or directive.

Formal investigation of any complaint will be at the discretion of the Commissioner. If the Commissioner finds the allegations to be frivolous or unsubstantiated he or she may decline to conduct an investigation and will inform the complainant of this decision.

If it is found that an investigation is warranted, the Member whose conduct is in question will be provided with a copy of the complaint and supporting documentation

and be given the opportunity to provide a written response to the allegations being made.

Once the investigation is complete, the Commissioner will submit a written report which may include statements from both the complainant and the Member who is the subject of the complaint as well as a recommendation for appropriate sanctions (if any) to the Council of the Summer Village of South View. The report will be discussed at a closed meeting session of Council. Neither the Member who is the subject of the complaint, nor the complainant may attend this closed meeting session but they may submit written statements to the Commissioner for consideration and inclusion in the report to Council, if they choose to do so. Council (excluding the Member who is subject of the complaint) will then determine what sanctions (if any) will be imposed. In the event that all of Council are the subjects of the complaint, it will fall to the Commissioner to determine what sanctions (if any) will be imposed.

The Commissioner may recommend that Council impose any of the following sanctions:

- a) Require a written or verbal public apology;
- b) Require additional training on ethical and/or respectful conduct;
- c) Return of property or reimbursement of its value or of monies spent;
- d) Removal from membership of a Committee; Removal as chair of a Committee;
- e) Reporting the misconduct to Alberta Municipal Affairs or another appropriate authority; or
- f) Other consequences as deemed appropriate and necessary but not including disqualification of a Member of Council.

The results of an investigation by the Commissioner and the imposition (or lack of the imposition) of sanctions by Council or the Commissioner have no appeal mechanism and are to be considered final.



Councillor Codes of Conduct

A Guide for Municipalities

2023 Version

The following has been prepared by Alberta Municipalities (ABmunis) and the Rural Municipalities of Alberta (RMA), in partnership with Brownlee LLP.

This Guide is an educational tool that contains general information intended to assist Councils in reviewing and updating their Code of Conduct Bylaw. This Guide is NOT a substitute for legal advice and municipalities are encouraged to consult with their legal advisors.



Introduction

In 2018, Alberta Municipalities (ABmunis) and the Rural Municipalities of Alberta (RMA), in partnership with Brownlee LLP, first published Councillor Codes of Conduct: A Guide for Municipalities in response to legislative changes that were about to take effect in Alberta. This updated version of the Guide highlights many lessons-learned since mandatory Codes of Conduct were implemented in Alberta and provides tips (including pitfalls to avoid) and issues for Councils to consider when reviewing their Codes of Conduct.

A Brief Legislative Refresher

Section 146.1 of the *Municipal Government Act* (MGA) requires every Council in Alberta to establish, by bylaw, a Code of Conduct governing the conduct of councillors. The Code of Conduct must apply to all councillors equally. Additionally, a Council may, in its sole discretion, by bylaw, establish a Code of Conduct governing the conduct of members of Council committees and other bodies established by the Council who are not councillors. For the purposes of this Guide, we will use the term "councillors" recognizing a Code of Conduct may apply to both councillors and members.

There is no model Code of Conduct prescribed by legislation. Instead, the *Code of Conduct for Elected Officials Regulation* (Regulation) simply mandates what topics must, at a minimum, be addressed in a Code of Conduct, namely:

- a. representing the municipality;
- b. communicating on behalf of the municipality;
- c. respecting the decision-making process;
- d. adherence to policies, procedures and bylaws;
- e. respectful interactions with councillors, staff, the public and others;
- f. confidential information;
- g. conflicts of interest;
- h. improper use of influence;
- i. use of municipal assets and services; and,
- j. orientation and other training attendance.

Additionally, every Code of Conduct must:

- a. adopt a complaint system outlining who can make complaints, the method by which complaints can be made, the process to determine a complaint's validity, and the process to determine how sanctions will be imposed for valid complaints;
- b. incorporate by reference any matter required in the Code that is addressed or included in another bylaw; and
- c. include a provision for the review of the Code and any bylaws incorporated by reference at least once every four years from the date the Code was passed.

The Regulation provides that a Council must consider sections 3 and 153 of the MGA when drafting their Code. A Council is prohibited from including provisions or sanctions that prevent a councillor from fulfilling their legislated duties as a councillor and a councillor may not be disqualified or removed from office for a breach of the Code. Alberta Municipal Affairs has developed an "Implementation Fact Sheet" for Codes of Conduct, which outlines the intent and rationale of each of the topics.¹

Why a Code of Conduct?

Beyond the legislative requirement to adopt a Code of Conduct, the Code of Conduct can be an effective governance tool for Council and a useful educational tool for the public. It can guide councillors in respect of how to carry out their roles and responsibilities and it can educate members of the public about the role of councillors and what the public can reasonably expect from their councillors.

A Code of Conduct establishes an agreed upon framework to guide the behaviour of councillors. by setting clear, concise and enforceable rules of conduct. Not everyone universally agrees on how councillors should be expected to behave. Reasonable people can disagree on what makes an effective councillor. One person's view of a badly behaving councillor may be another's highly-esteemed Council watchdog and champion of the people. Absent any agreed upon norms of behaviour, misunderstandings and frustration may ensue. A well-drafted Code of Conduct serves as the benchmark for behaviour and is the ruler by which alleged misconduct can be measured, acted upon and (hopefully) corrected.

A well drafted and considered Code of Conduct can be a useful tool to facilitate good governance, but Councils should remember that good governance cannot rely on the Code of Conduct. The Code of Conduct should compliment and reinforce principles of democracy, transparency and accountability that already exist in the MGA.

Reviewing Your Code

A Code of Conduct must be reviewed at least once every four years from the date the Code was adopted. However, beyond the minimum statutory requirement, Council may wish to consider additional reviews as appropriate and necessary to ensure the Code is relevant and enforceable.

Council may decide to bring the Code forward for review at the beginning of each Council term. This will provide an opportunity to orient the new Council regarding the current standards of behaviour expected of them, but also to consider what, if any, updates may be required or beneficial to enhance the Code. Alternatively, Council may bring the Code forward for formal review midway through its term of office. This will allow newly elected councillors, who are often overwhelmed by the sheer breadth and scope of information they are presented with and asked to retain at the beginning of their term, a chance to consider the Code after having some real Council experience. It will also allow Council as a whole to assess how they interact as a team and whether the Code needs to be revised to accommodate the team dynamic. Other Councils find it beneficial to review the Code towards the end of the term of office in the hopes of leaving

¹ See "Implementation Fact Sheet: Code for Elected Officials" at <https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/7909d159-924a-4429-a3ca-062d1197e136/download/code-of-conduct-for-elected-officials.pdf>



a better Code for their successors (although a new Council is always free to make further amendments at any time).

Of course, if relevant amendments to either the MGA or the Regulation are passed by the Legislature, the Code may need to be brought forward to ensure compliance with the updated legislative scheme. Council should provide for a review of the Code to meet the minimum legislative requirement and Council may want to provide for additional opportunities to review as needed.

Setting the Bar

A Code of Conduct is a bylaw - a legally binding and enforceable set of local rules. As such, councillors should carefully consider precisely what standards of behaviour they are prepared to accept and be held accountable to when reviewing the content of their Code of Conduct. Setting the bar too high or being overly prescriptive can trap Council in an endless cycle where standards of near perfection are bound to be breached from time to time and formal complaints are all too frequent. Conversely, setting the bar too low does little to enhance accountability and engender public trust in Council. The role of a Code of Conduct is to supplement, not replace, the legal rules and municipal policies that are already in place. The goal should be to set reasonable expectations for behaviour that are achievable and reflect community standards.

It is simply not possible, or practicable, to draft a Code of Conduct to address every possible scenario. Council should carefully consider including fewer, more general statements, with discrete prescriptions and prohibitions, as appropriate, over attempting to create an exhaustive Code by generating a voluminous list of do's and don'ts. The broader the scope of the Code and the more complexity and nuance Council introduces, the more challenging, time consuming and costly it will likely be to implement and administer the Code. For example, the more detailed and issue-specific a Code becomes, the more vulnerable the Code may be to being exploited for loopholes. Likewise, the more onerous the Code's regulation of councillor conduct becomes, the more likely the volume of complaints received will rise, whether from members of Council or members of the public, as applicable.

Drafting Code Provisions

Wherever the bar is set, Council should ensure that the standards of behaviour prescribed in the Code can be properly evaluated. This means using clear, concise language to outline objective standards of conduct. Using subjective words and phrases that are open to multiple interpretations should be avoided. For example, saying "councillors shall adequately communicate the attitudes of Council" is vague and therefore difficult to assess and enforce. Instead, it is clearer to say "councillors shall accurately communicate the position of Council".

Additionally, the Code must be internally consistent; that is, provisions within the Code cannot conflict with one another. For example, if the Code places a limit of \$100 on the acceptance of hospitality, gifts or other benefits related to the councillor's office, having a further provision requiring councillors to report to Council any gifts or benefits they receive that exceed the \$100 limits raises the question of whether such gifts may be accepted or must be declined.

Jurisdiction

When updating the Code, Council must ensure it does not exceed its jurisdiction. For example, once a councillor's term of office is over, or they resign or are removed from office by order of

the Court, that individual is no longer subject to the Code of Conduct. As such, provisions that state a councillor will remain subject to the Code "for at least 12 months after leaving office" (or any other period of time) are invalid and of no force and effect. Council must also remain mindful that the Code does not replace existing legislation governing the conduct of councillors and that the Code must comply with the *Canadian Charter of Rights and Freedoms*. While a Code may impose reasonable limits on protected *Charter* rights and freedoms it cannot, as an example, attempt to completely extinguish a councillor's right to freedom of expression. For example, it may be reasonable to say that councillors shall not speak for Council unless specifically authorized by Council. This is a reasonable limit because Council acts as a group and in most municipalities the chief elected official is the spokesperson of Council.

To Whom Does the Code Apply?

As noted above, a Code of Conduct must apply to all councillors equally, which includes the chief elected official. However, Council is free to decide whether to establish a Code of Conduct governing the conduct of members of Council committees and other bodies established by the Council who are not councillors. This can be done in one of two ways: (a) incorporating members of committees and other bodies who are not councillors into the Code of Conduct for councillors, as appropriate; or (b) establishing a separate and distinct Code of Conduct exclusively to govern members who are not councillors. It is critical to remember, however, that the MGA only authorizes Council to establish a Code for members of Council committees and other bodies established by the Council. In other words, Council cannot impose a Code of Conduct on members of third-party organizations that were not established by the Council even if Council has the right to appoint one or more members to the board of that organization. Third-party organizations may include regional service commissions or library boards.

Before adopting a Code of Conduct that applies to members who are not councillors, Council should carefully consider whether it is necessary or desirable to do so. Absent any Code, appointed members simply serve at the pleasure of Council, subject only to the terms and conditions of their appointment as prescribed by the terms of reference or bylaw establishing the committee or other body. Imposing a Code of Conduct on appointed members can be an effective governance tool that sets clear standards of conduct expected of all members; however, imposing rules of behaviour by way of a Code of Conduct will also necessitate some form of a complaint process with the requisite procedural fairness safeguards. Depending on the sheer number of committees and other bodies a Council has established and how many members appointed to those committees are not councillors, some Councils may struggle to administer a Code of Conduct for its unelected members.

If Council is considering expanding the Code of Conduct to include members of Council committees and other bodies established by the Council who are not councillors, a further consideration is whether to treat all committees and other bodies as the same and regulate them collectively. Specifically, the definition of "council committee" in the MGA expressly excludes an assessment review board established under section 454 or a subdivision and development appeal board established under section 627. Careful consideration should be given to whether these quasi-judicial adjudicative bodies should be treated the same as Council committees, which are typically only advisory, not decision-making bodies. Different considerations and different rules of behaviour may be appropriate for each given their distinct mandates and roles.

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Additional Topics to Consider

The Regulation specifies the bare *minimum* topics the Code must address. Additional topics to consider to address in order to enhance a Code of Conduct may include one or more of the following:

(i) Conduct at Meetings

If not already dealt with in Council's Procedure Bylaw, the Code could set out appropriate standards of behaviours expected of councillors during meetings of Council, Council committees and other bodies. Such items may include a general requirement to maintain decorum during meetings, prohibitions on the use of inappropriate, foul and abusive language and restrictions on the use of electronic devices, including the unauthorized recording of meetings, live streaming or posting on social media by councillors while the meeting is in session (e.g. live tweeting debates).

(ii) Social Media

Although a Code of Conduct may simply state that "this bylaw applies to all forms of communication", many Councils find it beneficial to expressly address the use of social media as a standalone in the Code. The sheer pervasiveness of social media in our daily lives, coupled with the unique role that elected officials play in society, can make articulating what constitutes appropriate and inappropriate use of social media a challenging topic of discussion. Council will need to balance the individual rights and autonomy of each councillor with the legitimate desire to protect the collective reputation of Council and the municipality as a whole. Individual councillors may struggle to accept that while they have a right to maintain a personal life, as a holder of public office, "councillor" is not a title they simply assume before each Council meeting and put away once the meeting is adjourned.

Basic rules of engagement may include prohibitions on obscenity, bullying, harassment, threats, knowingly posting false or misleading information and the like. Council may want to provide that disseminating or amplifying inappropriate content of third parties, including reposting, linking to, or "liking" someone else's post on a social media platform is prohibited. Many councillors are shocked to learn that reposting or retweeting someone else's defamatory post is considered to be a "publication" according to the law of defamation and can result in the councillor being held liable for damages.

Careful consideration should be given to whether councillors will be provided with official social media accounts expressly for municipal purposes while in office or if they will be left to use their own existing personal social media accounts or create new personal accounts if they so choose. If Council adopts official social media accounts for its members what rules of engagement will apply? Is it appropriate to promote a particular local business on a councillor's social media account or is that inappropriate because it may be perceived as the councillor showing favoritism to one business over another? What about use of the municipality's logo or crest on a councillor's social media? What about a councillor's personal social media accounts? Are those accounts subject to the Code? Where does Council draw the line? Are you a councillor 24/7 or does Council accept that every councillor is entitled to have a private life that is beyond the reach of Council even if "off-duty conduct" could bring Council and the municipality into disrepute? Council may also want to develop protocols about how councillors should respond to comments from residents posted on social media sites, whether these are service requests, compliments or complaints.

(iii) Election Activities

The regulation of municipal election campaigns is governed by the *Local Authorities Election Act* (LAEA). Nevertheless, your Code may address campaign-related issues in a manner that complements the LAEA. For example, your Code may stipulate that councillors are not permitted to use the municipality's equipment and facilities for campaign-related activities. Similarly, the Code may provide that councillors may not engage municipal staff for any election-related purpose during working hours. It would also be prudent to prohibit the use of municipal websites, email and social media accounts for election campaigning, including restricting the linking of private campaign websites and social media accounts to the municipality's website. Further, your Code may stipulate that councillors are personally responsible for ensuring their compliance with all applicable election-related statutes, and therefore should not make inquiries of, or rely on municipal employees for advice and direction in this regard.

Nothing in statute prevents a sitting councillor from seeking the nomination and, if successful, running for elected office of another order of government (e.g. Member of the Legislative Assembly or Member of Parliament) while serving as a councillor. The rules simply require the councillor to resign from office if they are elected as a person cannot hold both offices concurrently. While legally it is permissible, practically speaking many issues can arise if a sitting councillor decides to run for another elected office. It is recommended that Council get out ahead of this issue and proactively address what is expected of a councillor should they find themselves in this situation. Council may want to consider including provisions in the Code that prohibit councillors from using their office as councillor or their official duties to campaign for another elected office, that require councillors to take a leave of absence to campaign, and that clarify whether councillors will continue to receive any remuneration while on a leave of absence for campaign purposes.

(iv) Gifts and Benefits

Council may wish to include provisions about the acceptance of gifts, including prizes, and hospitality in its Code, which are items closely related to the topics of "conflict of interest" and "undue influence". Councillors often receive gifts or hospitality as an incidental benefit and as a genuine token of appreciation. However, if a gift or hospitality is given, or perceived to be given, in an effort to influence, or manipulate a councillor, it may be problematic. Council may want to include provisions in its Code to clarify when acceptance of a gift or offer of hospitality is acceptable, including protocols and parameters which address the following:

- circumstances where a councillor receives a benefit from a supplier and subsequently participates in a decision involving that supplier;
- the receipt of food, alcoholic beverages, lodging, transportation and/or entertainment from third parties;
- the entitlement of councillors to accept a complementary ticket or a reduced ticket rate for events such as fundraisers, golf tournaments, concerts, sporting events, etc., and if so when and in what context;
- the use of property or facilities such as vehicles, office space, or vacation property from third parties;



- the maximum value of gifts which may be accepted by an individual councillor; and,
- the receipt of a gift on behalf of the municipality.

It is common for Codes to recognize certain exemptions for gifts and benefits received by a councillor that “normally accompany the responsibilities of office” and are received “as an incident of protocol or social obligation”. Food and beverages consumed by a councillor at events that serve “a legitimate business purpose” is another common exception to the rule against accepting gifts, although additional parameters may be established, such as requiring a representative of the organization extending the invitation to be in attendance and/or a stipulation that the value of the food/drink be “reasonable” and the invitations “infrequent”.

As noted above, your Code may also establish reasonable monetary limits respecting the receipt of gifts and benefits from any one person or organization over the course of a specified period. Further, or in the alternative, your Code might require that councillors file an annual disclosure statement listing the gifts and benefits received during a specified period, including an approximation of their monetary value. Council may also want to address the receipt of “official gifts” received on behalf of the municipality by a councillor as a matter of protocol. The Code may, for example, clarify that such gifts are the property of the municipality and will remain with the municipality after the councillor ceases to hold office.

Before embarking on amendments to its Code in this regard, Council should thoroughly inventory the list of events councillors are routinely invited to and attend, the types of gifts and other benefits councillors have historically received and attempt to quantify the dollar values associated with the gifts, hospitality and other benefits councillors have received. Then Council should ask what legitimate business purpose was served in each case and attempt to weigh that against public perceptions and concerns regarding undue influence and conflicts of interest.

Who Can Make a Complaint?

As part of establishing a complaint system for the Code of Conduct, Council must identify who may make a complaint alleging a breach of the Code. Who may make a complaint is not prescribed in the MGA. When mandatory Codes of Conduct were first introduced in Alberta, many Councils were concerned they could be flooded with illegitimate, frivolous and vexatious complaints lodged by a small number of disgruntled residents or political rivals. As such, some Councils restricted the ability to lodge a complaint under the Code of Conduct to members of Council only. Others decided that the Code of Conduct is a document internal to the municipal corporation and limited complainants to include members of Council and staff within Administration.

Both examples are legitimate exercises of a Council’s discretion; however, experience has since shown that Councils that allowed members of the public to lodge complaints under the Code of Conduct have not been inundated with unfounded allegations of misconduct. Moreover, opening up the complaint system to include members of the public has in some cases allowed members of the public to bring forward legitimate allegations that warrant investigation without requiring a councillor to awkwardly lodge the complaint on their behalf. Similarly, allegations of inappropriate councillor conduct involving an elected official of a neighbouring municipality can more readily be dealt with when complaints may be made by any member of the public (including councillors of other municipalities).

Regardless of what Council decides, the Code should be clear about who can file a complaint and how the complaint is filed.

Dealing with Improper Complaints

It is prudent to include a process to address frivolous, vexatious and bad faith complaints within the Code of Conduct complaint system. Not every complaint legitimately warrants investigation and having a process whereby a complaint can be initially vetted and, where appropriate, summarily dismissed without investigation or further process is an effective means of limiting the time and resources dedicated to improper complaints. Council will need to carefully consider who is authorized to initially vet a complaint to determine whether it merits investigation or not. Is this done internally by the chief elected official or the deputy chief elected official, or by a committee of Council or by Council itself? Or externally by a third-party investigator? Further, is there a common understanding of what constitutes a "frivolous", "vexatious" or "bad faith" complaint or is there a need to expressly define these terms in the Code.

Additional clarity can be brought to the Code by also expressly addressing complaints that are clearly outside of Council's jurisdiction. For example, the Code could provide that any complaint that is not about a current councillor, does not allege a breach of the Code of Conduct, or is covered by another applicable legislative appeal, complaint or court process will be immediately dismissed without further process.

Informal Complaint Process

The Regulation mandates that every Code of Conduct include a complaint system, but not every alleged breach of the Code may warrant a lengthy (and often costly) third-party investigation. Councils should carefully consider including an *informal complaint* process in their Code. Minor, inadvertent or first-time breaches may be addressed more efficiently and effectively through one or more of the following means:

- a one-on-one private conversation between the complainant and the councillor who is alleged to have breached the Code;
- an informal discussion among the parties, facilitated by the chief elected official or deputy if the informal complaint is about the chief elected official;
- a closed session discussion among all of Council if the complaint is internal to Council;
- the parties voluntarily agreeing to engage in some form of conflict resolution (e.g. mediation); or
- if the misconduct is admitted by the councillor in question, when confronted with the complaint, the councillor may voluntarily offer to apologize or otherwise make amends, take training, etc.

Filing a formal complaint under the Code of Conduct should, ideally, be a last resort after all other reasonable means to resolve the matter have been exhausted. That said, there are rare occasions when a single incident of misconduct, even a first instance, is so serious or the nature of the misconduct is such that it would not be reasonable or advisable to encourage, let alone require, a complainant to exhaust the informal complaint process before filing a formal



complaint. For this reason, Councils are cautioned against mandating that a complainant must exhaust the informal complaint process before filing a formal complaint.

Formal Complaint Process

In addition to determining who is entitled to file a complaint under the Code of Conduct, Council should review its formal complaint process to ensure the procedures are clear, do not create unreasonable barriers to filing a formal complaint and provide adequate procedural fairness to any councillor against whom a complaint is made. Issues to consider may include:

- whether anonymous complaints will be accepted or whether a complaint must be signed by an identifiable individual;
- whether complaints must be made on a specific form approved by Council or whether an email or handwritten note suffice;
- whether a complaint must be filed within a specified period of time after the alleged misconduct (e.g. 30, 60, 90 days or more) to ensure complaints are dealt with in a timely manner or whether a complaint may be filed at any time; and
- whether to include provisions outlining the investigator's authority to decide on questions of jurisdiction and summarily dismiss complaints that are not about a current councillor, are not a formal complaint under the Code of Conduct or that make allegations that are more properly addressed through other applicable legislative appeals, complaint or court processes.

If the Code imposes a timeline within which a complaint must be filed it is prudent to consider giving Council, or the investigator, the authority to accept a complaint that is filed outside the time limit in specific circumstances. A delay in filing a complaint may occur in good faith, through no fault of the complainant, and it would serve the public interest to investigate the complaint even though it is, technically, filed out of time. For example, allegations of bullying, harassment or abuse may be difficult for a complainant to bring forward in a timely manner due to trauma, shame or fear of reprisals. Of course, Council will need to balance any exercise of discretion in favour of a complainant who files a late complaint against any substantial prejudice to the councillor whose conduct is in question as a result of the delay.

Who Should Investigate Complaints?

The statutory scheme does not prescribe who may investigate complaints – instead, each Council is authorized to decide this matter when establishing and reviewing its Code of Conduct complaint process. A recent Alberta Court decision does, however, provide some helpful guidance to inform Council's decision on this issue:

"The importance of transparent, accountable and trusted municipal governments would be supported by the appointment of an investigator who is, and is reasonably perceived by informed persons to be, independent and unbiased."

If Council intends to investigate complaints internally, either collectively as Council as a whole, or by assigning the role of investigator to the chief elected official, deputy chief elected official, or to a Council committee, it is critically important consider and address how Council will safeguard against any real or perceived bias inherent to an internal investigation process.

Alternatively, engaging an independent third-party investigator can be an effective means to ensure impartiality and eliminate most allegations of bias. Due to concerns around reasonable apprehension of bias, it is not recommended that Council engage its in-house legal counsel, if such resources exist, to conduct the investigation. Likewise, caution should be exercised when engaging external legal counsel to investigate a Code of Conduct complaint if the lawyer/firm is the municipality's solicitor(s) of record and has a vested interest in maintaining and/or generating future legal work from the municipality outside of the Code of Conduct investigation.

Beyond ensuring the independence and impartiality of the investigator, Council should carefully consider the qualifications required of an investigator. For example, if Council is looking to keep investigations internal, the question to ask is whether members of Council have the requisite knowledge and training, as well as the necessary time and resources, to serve as an investigator. Investigating Code of Conduct complaints requires skills in interviewing witnesses, assessing the credibility of witnesses, gathering evidence, document review, making findings of fact, interpreting the Code and applying facts to the Code, along with investigation report writing, among other things. Considerable time is often required to conduct a thorough investigation, time which many councillors likely don't have, particularly if they're already juggling serving on Council with a full-time job, other community involvement and/or family commitments.

If Council is looking to retain an independent, third-party investigator, typical candidates usually include lawyers and consultants. The statutory scheme does not require an investigator to be a member in good standing of the Law Society of Alberta, or even legally trained, but suitably experienced lawyers will have the necessary skills to conduct an investigation, as well as the benefit of extensive knowledge of the case law and principles of statutory interpretation. That said, not every investigation necessarily requires a lawyer and the cost to engage a lawyer as an investigator may put this option out of reach for some municipalities. Among the broad spectrum of consultants, there are individuals and firms with suitable knowledge and experience to undertake investigations including, but not limited to, former police officers, human resources professionals, management consultants and the like. When selecting either a lawyer or a consultant, Council would be wise to look for firms and individuals with municipal knowledge and experience. A Council Code of Conduct investigation is not an HR investigation; councillors are not municipal employees. Similarly, councillors are not shareholder appointees to a board of directors; they are locally elected officials (i.e. politicians). Appointing an investigator who is live to these distinctions and is familiar with the MGA and the inner workings of municipalities is a real asset and will go a long way to avoiding any misapprehension or misapplication of the Code of Conduct by the investigator.

What About the Chief Administrative Officer?

Every councillor who has completed orientation training is familiar with the phrase "Council only has one employee – the Chief Administrative Officer (CAO)." The CAO *is* Council's employee and, as such, the CAO should not be tasked with conducting investigations into the conduct of the CAO's employer, effectively the members of Council. This also applies to HR staff or other staff in Administration, all of whom report up to and through the CAO.

However, the CAO still has a legitimate role to play in Council's review of the Code of Conduct and in the processing of complaints brought under the Code. The CAO is Council's chief advisor (MGA, s 207) and brings to the role a wealth of knowledge and experience that can assist Council in its decision-making processes. The CAO is also typically responsible for retaining and instructing legal counsel and otherwise procuring the services of consultants on behalf of the municipality. While the CAO should have no role in investigating and/or deciding on the

merits of a complaint under the Code of Conduct, they may provide Council with advice on the process, assist Council in setting up a special meeting of Council to review a complaint, ensure the confidential agenda package is sent out, engage legal counsel to advise Council, retain a third-party investigator on Council's request and so on.

What Does Procedural Fairness Require?

The Supreme Court of Canada has held that administrative decision-making processes can give rise to a duty of procedural fairness. The content of this duty is "eminently variable" and the specific procedural requirements that the duty imposes are determined with reference to all of the circumstances, having regard for what are known as the *Baker Factors*:

- 1) the nature of the decision being made and the process followed in making it;
- 2) the nature of the statutory scheme;
- 3) the importance of the decision to the individual or individuals affected;
- 4) the legitimate expectations of the person challenging the decision; and
- 5) the choices of procedure made by the administrative decision maker itself.

In the context of Council Code of Conduct complaints, there is still limited case law directly on point in Alberta. However, a recent Court decision has held that such decisions are adjudicative in nature, which suggests a higher standard of procedural fairness than would be owed if Council were acting in a purely legislative capacity (e.g. passing a bylaw of general application). The Court went on to find that the nature of the statutory scheme laid out in the MGA is to maintain public confidence in municipal councils and ensure effective decision making through establishing and enforcing ethical conduct standards, which also points to a higher degree of procedural fairness. Further, the Court held that a finding of a serious ethical breach or the imposition of a serious sanction threatens a councillor's dignity (as a public figure in local politics and the impact on their reputation) and livelihood, giving rise to a higher degree of procedural fair being owed.

In general terms, the content of the duty of procedural fairness in the Code of Conduct context may include:

- adequate notice of a complaint;
- disclosure of the complaint, including any evidence gathered during the investigation;
- the right to be heard before any decision is made or sanctions imposed;
- the opportunity to respond to the complaint and the investigator's report;
- the right to an impartial decision maker; and
- the right to a timely decision.

It remains a live issue whether Council should provide written reasons for its decision on a Code of Conduct complaint. Reasons are not mandated by the MGA, but may be required as part of the duty of procedural fairness owed to the parties to a Code of Conduct complaint. Written reasons are intended to provide a transparent and intelligible justification for the decision. In the absence of written reasons being provided it may be exceedingly difficult for the parties (or a reviewing Court) to determine whether Council's decision is justified, particularly if the Council proceedings were largely conducted in a meeting closed to the public for reasons of

confidentiality. A failure to provide reasons may require the decision to be set aside and the matter remitted back to the decision maker for reconsideration and preparation of written reasons. The Alberta Ombudsman's "Administrative Fairness Guidelines"² note that Canadian courts impose a common law obligation on administrative decision-makers to provide adequate reasons for their decisions as part of the duty of fairness. Although not binding precedent here in Alberta, a recent Court decision out of Saskatchewan had this to say regarding the need for written reasons in the Code of Conduct context:

"[W]hen a decision-maker's deliberations in support of its decision are undertaken in camera - rather than through a public debate - it will be considerably more difficult for those affected by the decision to understand why the decision was made. When deliberations take place in private, as is the case here, reasons may be required to explain a decision."

Until either the MGA or Regulation is amended to clarify this issue or a binding decision from the Courts is issued, each Council will need to decide whether to impose a requirement in its Code of Conduct Bylaw that any decision on a complaint be supported by a written decision with reasons or not. Additionally, Council must consider if the reasons will be made public in all situations or only if sanctions are imposed.

Imposing Sanctions

If a formal complaint has been filed under the Code of Code and is determined to be valid then Council may, in its discretion, impose sanctions for the breach of the Code. Section 5 of the Regulation provides that sanctions may be imposed, including any of the following:

- (a) a letter of reprimand addressed to the councillor;
- (b) requesting the councillor to issue a letter of apology;
- (c) publication of a letter of reprimand or request for apology and the councillor's response;
- (d) a requirement to attend training;
- (e) suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the Act;
- (f) suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- (g) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (h) suspension or removal from some or all council committees and bodies to which council has the right to appoint members; and
- (i) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

A recent Alberta Court decision held that the list of sanctions contained in the Regulation is not exhaustive. Other sanctions not contemplated in the Regulation may be justified to fulfill the object and purpose of a Code of Conduct. For example, a Code may include, and Council may impose, a communication sanction on a councillor to address the improper disclosure of confidential information or harassing of staff in order to protect the municipality's interests in confidentiality or maintain a work environment free of harassment. Such a sanction would be

² https://www.ombudsman.ab.ca/wp-content/uploads/2019/01/OMB-Administrative-Fairness-Guidebooks_web.pdf

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upheld provided that it was reasonably connected to the misconduct and would not effectively prevent the councillor from performing their functions in a meaningful way. However, the Regulation is clear that Council may not impose any sanction that prevents a councillor from fulfilling the legislative duties of a councillor. Further, a councillor may not be disqualified and removed from office for a breach of the Code.

It is well established in the case law that regulatory sanctions are not intended to be punitive, but rather remedial in nature, although specific and general deterrence may be taken into account. The objective is to correct behaviour and discourage future misconduct. Sanctions should not be arbitrary; there needs to be a rational connection between the sanction being imposed and the conduct. Further, the principle of proportionality applies to sanctions; that is, the nature of the conduct and its impact must be in proportion to the penalty being imposed. A recent Alberta Court decision held:

"Imposing crushing or unfit sanctions can undermine public confidence in the institution or its processes and thereby defeat the purpose of the enforcement system..."

When Council is considering a sanction, some of the factors Council should consider include the following:

- whether it is a first-time offence or a repeated pattern of behaviour;
- the nature and severity of the breach of the Code;
- whether the breach arose inadvertently or by reason of a genuine error in judgment;
- the extent to which the behaviour is impeding the functioning of Council;
- the impact of the misconduct on the public's image of Council; and
- any other mitigating or aggravating factors.

Council is cautioned to avoid lashing out in anger or frustration and "throwing the book" at a recalcitrant councillor found in breach of the Code. Instead, Council is encouraged to abide by the principle of progressive discipline with a view to using sanctions to correct bad behaviour; recognizing that the sanctioning tools available to Council are somewhat limited and unleashing multiple sanctions on a councillor for a first offence leaves little room for Council to address any subsequent breach down the road. Further, sanctions cannot be indefinite or subject to a discretionary term with no standards or conditions attached to the exercise of discretion. Councillors have a right to know how long a sanction will apply and exactly what, if anything, they must do in order to get out from under the effect of a sanction.

There is no statutory obligation to impose sanctions for misconduct. Whether to sanction or not is a discretionary decision of Council, although Council needs to be consistent, not selective, in its application and enforcement of the Code. It may be prudent to expressly state in the Code that Council retains discretion to not impose a sanction in a particular case even if a breach has been found. For example, for a first offence of a minor nature or in a case where the misconduct is freely admitted by the councillor and they voluntarily apologize for their misconduct or otherwise make amends, there may be no legitimate purpose served by imposing sanctions.

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Dealing with A Defiant Councillor

Councillors are entitled to vigorously defend themselves throughout the Code of Conduct complaint process. As one recent Alberta Court decision held:

“An apology can be mitigating, but a fair system of justice does not regard a failure to apologize as aggravating. [...] Forcing them to apologize on pain of a greater sanction would place them in an impossible position.”

In rare cases, however, a councillor who has been found in breach of the Code may try to wear it as a badge of honour, dig in their heels, and simply refuse to comply with any sanctions imposed. Council will likely have a pretty clear idea of how a particular councillor may react to having sanctions imposed on them and Council should carefully consider and tailor any sanctions to the individual. For example, requesting a councillor to apologize may not be an effective sanction if the councillor clearly shows no remorse and has no intention of apologizing (although Council may decide to publish the councillor’s refusal to apologize). Similarly, Council may wish to reflect on whether requesting an apology may be a hollow sanction; how sincere really is an apology that has to be coerced by way of sanction?

If Council imposes a requirement that a councillor attend training, does the sanction make it clear who decides what specific training program must be completed and how course completion will be verified? If the training is not completed within the time specified does this failure to comply automatically trigger a further specified sanction or is this failure deemed to be a further breach of the Code that Council will need to consider?

Following the principle of progressive discipline will allow Council to impose a series of escalating sanctions for repeated breaches of the Code by the same councillor. For example, escalating sanctions could move from suspending the councillor from one or more Council committees to removal from one or more (or even all) committee appointments until the next organizational meeting of Council, or even for the balance of the Council term in appropriate circumstances. If it appears that a councillor may be beyond redemption under the Code of Conduct, Council may simply need to move on in the knowledge that Council is governed by the will of the majority of its members and a delinquent councillor is but one voice and one vote at the Council table. In an extreme case, steps may need to be taken to alert the Minister of Municipal Affairs of serious and/or serial misconduct by a councillor and request that the Minister undertake an inspection or inquiry into the conduct of the councillor. Further, or in the alternative, Council may determine it is in the public interest to bring an application before the Court of King’s Bench for either an injunction to compel the councillor to cease their misconduct or for an order removing the councillor from office for breaching their fiduciary duty to the municipality.

Final Thoughts

It should go without saying that the Code of Conduct must not be used as a political weapon to silence or smear a political rival or to retaliate for a perceived slight (including filing a retaliatory complaint under the Code). The Code of Conduct is a governance tool and is intended to serve as one aspect of accountability both internally, as among the members of Council and as between Council and the staff in Administration, and externally, as between Council and the public at large.

The vast majority of councillors in Alberta serve on Council out of a sense of civic duty, not as their chosen career, and may come to the role without any prior governance experience. Being a councillor can be challenging and individuals may have varied views on what the role entails and how to effectively represent their community. The Code is a governance tool which every Council can tailor to fit their local values and community to facilitate civil and, ultimately, effective governance.

An effective Code of Conduct is there to instruct councillors on the way they are to govern and conduct themselves and to educate the public on what they can reasonably expect of their elected officials. When alleged misconduct arises, the Code provides a process for complaints to be brought forward (ideally for informal resolution, if possible) and where necessary for thorough investigations to be conducted in a procedurally fair manner that respects the rights of all parties. If a breach of the Code is found, Council may impose sanctions commensurate to the misconduct in order to correct and deter bad behaviour. Councils are encouraged to embrace the Code of Conduct as an effective governance tool and continuously work to enhance and improve its Code of Conduct and ensure it meets the needs and expectations of Council and the public its members were elected to serve.

7.e

Analysis: INCOME REPORT - SOUTH VIEW

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Description	2023 BUDGET	2023 ACTUAL	2024 BUDGET	ACTUAL-FEB 8TH
INCOME REPORT - SOUTH VIEW	(1)	(2)	(3)	(4)
--- Begin	01Jan2023	01Jan2023	01Jan2024	01Jan2024
Period 1: - End	31Dec2023	31Dec2023	31Dec2024	31Dec2024
--- Type	B	A	B	A
(less) --- Begin	000000000	000000000	000000000	000000000
Period 2: - End	000000000	000000000	000000000	000000000
--- Type				
Ratios: % of Account				
Graphs: # of Columns,Scale	0 0	0 0	0 0	0 0

Description	2023 BUDGET	2023 ACTUAL	2024 BUDGET	ACTUAL-FEB 8TH
DRAFT BUDGET-FEB 20\24 MEETING				

(MUN TAXES 2023 - \$210,298)				
* (MUN TAXES 2024 - \$231,245)				
* (9.96% INCREASE)				
* (EACH % IS \$2,103)				
*WILL CHANGE WITH EACH DRAFT				
CAPITAL GRANT FUNDING:\$449,545				
RESERVES: \$183,604				
(RESERVE BALANCE WILL CHANGE				
ONCE AUDIT IS COMPLETE				
DEPENDING ON SURPLUS\DEFICIT)				
*MSI-C- MUST SPEND IN 2024:				
\$65,922.15				
NOTE: AUDITOR RECOMMENDS				
HAVING ONE YEAR				
OPERATING IN RESERVES				
2023 OPERATING- \$250,053				
CURR.RESERVES- \$183,604				

REVENUE				
TAXATION				
RESIDENTIAL TAX- (MUNICIPAL)	171,590.40	171,414.02	0.00	0.00
RESIDENTIAL TAX- (SCHOOL)***	48,339.60	48,289.93	0.00	0.00
VACANT RES TAX- (MUNICIPAL)	7,267.62	7,267.60	0.00	0.00
VACANT RES TAX- (SCHOOL)***	2,047.40	2,047.38	0.00	0.00
LINEAR TAX- (MUNICIPAL)	2,607.46	2,607.46	0.00	0.00
LINEAR TAX- (SCHOOL)***	466.00	466.00	0.00	0.00
LINEAR TAX-(DIP)	9.89	9.89	0.00	0.00
SENIOR'S FOUNDATION	4,287.27	4,283.07	5,023.78	0.00
MINIMUM TAX (2023- \$1,125)	28,832.53	28,832.56	0.00	0.00
(2021- \$1,050) (2022- \$1,075)				
SPECIAL TAX	0.00	0.00	0.00	0.00
TOTAL TAXES	265,448.17	265,217.91	5,023.78	0.00
OTHER INCOME\GRANTS				
PENALTIES & COSTS ON TAXES	3,000.00	2,500.35	2,500.00	1,038.85
INVESTMENT INCOME (INTEREST)	6,707.99	10,402.60	5,000.00	684.24
GRANT (MSI-O)\ (LGFF-OP)	11,784.00	11,784.00	11,784.00	0.00
GRANT (MSI-C) (\$291,775)	0.00	0.00	0.00	0.00

DRAFT

Analysis: INCOME REPORT - SOUTH VIEW

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Description	2023 BUDGET	2023 ACTUAL	2024 BUDGET	ACTUAL-FEB 8TH
*MUST SPEND \$65,922 MSI-C-'24				
GRANT (LGFF) (\$68,409 '24)	0.00	0.00	0.00	0.00
GRANT (CCBF) (\$89,361 END'23)	0.00	0.00	0.00	0.00
GRANT (FIRESMART)	0.00	0.00	500.00	0.00
GRANT-	0.00	0.00	0.00	0.00
RESERVES (TREE REMOVAL)	3,000.00	0.00	0.00	0.00
SPECIAL PROJECTS (LUB\FIRESMT)	18,215.00	0.00	0.00	0.00
CAPITAL PROJECTS INCOME	109,003.00	100,610.65	0.00	0.00
UNRESTRICTED	0.00	0.00	0.00	0.00
ADMIN				
SALES OF GOODS & SERVICES	0.00	26.32	0.00	0.00
TAX CERTIFICATES	100.00	325.00	100.00	25.00
N.S.F. FEES	0.00	0.00	0.00	0.00
FORTIS FRANCHISE FEE (3%)	2,400.00	2,259.77	2,400.00	161.70
TRANS FR RESERV (MAP REVIEW)	0.00	0.00	5,000.00	0.00
ANIMAL CONTROL\CPO\BYLAW				
BY-LAW FINES	0.00	0.00	0.00	0.00
FIRE INCIDENT RECOVERY (NEW)	0.00	0.00	0.00	0.00
PROVINCIAL POLICING (FR.RES)	0.00	0.00	1,629.00	0.00
PUBLIC WORKS\COMMON SERVICES				
LARGE BIN (EVERY 2ND YR) (RES)	1,500.00	1,500.00	0.00	0.00
SALE OF TCA	0.00	0.00	0.00	0.00
TRANSFER FROM RESERVE	0.00	0.00	0.00	0.00
PARKS & RECREATION				
LAKE WEEDS COST RECOVERY	3,700.00	5,912.50	5,912.00	0.00
PROVINCIAL GRANT FCSS	3,508.00	3,626.40	3,665.00	916.48
GRANT FCSS (VOL.PICNIC\ALLNET)	1,555.00	0.00	0.00	0.00
TRANSFER FROM RESERVE (TREES)	0.00	0.00	5,000.00	0.00
PLANNING & DEVELOPMENT				
SAFETY CODE PERMIT FEES	1,000.00	1,298.29	1,000.00	0.00
DEVELOPMENT PERMITS	1,500.00	600.00	1,500.00	0.00
TOTAL REVENUE	432,421.16	406,063.79	51,013.78	2,826.27
REQUISITIONS				
SENIOR FOUNDATION	4,287.27	4,287.27	5,023.78	0.00
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00	0.00
SCHOOL	50,853.00	50,853.29	0.00	0.00
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00	0.00
DIP	9.89	0.00	0.00	0.00
UNDER\OVER UTILIZED LEVY	0.00	0.00	0.00	0.00
TOTAL REQUISITIONS	55,150.16	55,140.56	5,023.78	0.00
NET REVENUE FOR MUN PURPOSES	377,271.00	350,923.23	45,990.00	2,826.27

Description	2023 BUDGET	2023 ACTUAL	2024 BUDGET	ACTUAL-FEB 8TH
EXPENSE REPORT- SOUTH VIEW	(1)	(2)	(3)	(4)
--- Begin	01Jan2023	01Jan2023	01Jan2024	01Jan2024
Period 1: - End	31Dec2023	31Dec2023	31Dec2024	31Dec2024
--- Type	B	A	B	A
(less) --- Begin	000000000	000000000	000000000	000000000
Period 2: - End	000000000	000000000	000000000	000000000
--- Type				
Ratios: % of Account				
Graphs: # of Columns,Scale	0 0	0 0	0 0	0 0

Description	2023 BUDGET	2023 ACTUAL	2024 BUDGET	ACTUAL-FEB 8TH
DRAFT BUDGET-FEB 20\24 MEETING				

COUNCIL				
DEVELOPMENT	1,000.00	1,707.00	2,500.00	590.00
MEETING FEES	6,500.00	7,425.00	7,000.00	0.00
MONTHLY REIMBURSE (\$240\MTH)	5,040.00	3,570.00	8,640.00	0.00
TRAVEL & SUBSISTENCE	4,000.00	5,709.97	5,000.00	66.14
SVLSACE COMMITTEE FEES	600.00	578.76	625.00	0.00
EMERGENCY MGMT FEE-MOVE '23	8,000.00	9,644.23	0.00	40.00
PUBLIC RELATIONS & PROMO	300.00	585.14	500.00	0.00
COUNCIL EMAILS (NEW)	0.00	0.00	250.00	255.00
INTEGRITY COMMISSIONER	0.00	0.00	1,000.00	0.00
TOTAL	25,440.00	29,220.10	25,515.00	951.14
ADMINISTRATION				
ELECTION & CENSUS	0.00	5,166.26	0.00	27.72
ADMINISTRATOR CONTRACT	54,315.00	54,314.96	56,244.00	4,468.03
ADMIN ADDITIONAL WORK (MAP)	0.00	0.00	5,000.00	0.00
ADMIN DEVELOPMENT	0.00	500.00	1,000.00	0.00
WCB	525.00	522.56	550.00	0.00
TRAVEL & SUBSISTANCE	2,000.00	2,304.00	2,300.00	192.00
POSTAGE\PHONE\STORAGE	4,500.00	4,654.55	4,600.00	561.34
ADVERTISING & PRINTING	2,500.00	2,672.80	2,600.00	181.50
MEMBERSHIP DUES	1,650.00	1,653.18	1,700.00	1,589.60
AUDITOR	3,700.00	3,985.00	4,270.00	0.00
ASSESSMT ('25)5520\5680\5840	5,520.00	5,520.00	5,680.00	0.00
ASSESSMENT REVIEW BOARD	850.00	835.40	850.00	0.00
SDAB BOARD	300.00	300.00	300.00	300.00
LEGAL FEES	15,000.00	20,930.09	15,000.00	1,755.00
INSURANCE	4,500.00	4,442.00	5,000.00	3,676.00
COMPUTER SUPPORT\WEBSITE	1,600.00	1,854.94	1,850.00	0.00
PUBLIC RELATIONS & PROMO	0.00	500.00	0.00	0.00
MEETING ROOM FEES	0.00	0.00	0.00	0.00
BANK CHARGES\PENALTIES	400.00	50.00	100.00	5.50
LAND TITLE CHARGES	50.00	20.00	50.00	0.00
TAX REBATES\CANCELLATIONS	0.00	0.00	0.00	0.00
INTEGRITY COMMISSIONER	1,000.00	1,000.00	0.00	0.00
TOTAL	98,410.00	111,225.74	107,094.00	12,756.69
PUBLIC WORKS\ROADS				
CONTRACTED SERVICES	3,000.00	3,772.54	3,500.00	0.00
SNOW REMOVAL\GRADING\SANDIN	7,500.00	1,955.00	7,500.00	0.00
STREET SWEEPING	1,500.00	1,350.00	1,500.00	0.00
REPAIRS\POTHOLES\CRACKFILL	3,000.00	4,432.92	4,500.00	0.00
SUPPLIES	250.00	0.00	250.00	0.00
SIGNS	300.00	45.70	300.00	0.00

Description	2023 BUDGET	2023 ACTUAL	2024 BUDGET	ACTUAL-FEB 8TH
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Analysis: EXPENSE REPORT- SOUTH VIEW

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Description	2023 BUDGET	2023 ACTUAL	2024 BUDGET	ACTUAL-FEB 8TH
STREET LIGHTS	14,000.00	14,317.28	15,200.00	1,335.30
WAGES (INCL.STEP)	0.00	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00	0.00
TOTAL	29,550.00	25,873.44	32,750.00	1,335.30
DRAINAGE				
GENERAL SUPPLIES	0.00	0.00	0.00	0.00
DRAINAGE STUDY	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
LAGOON\SEWER				
LAGOON\SEWER CAPITAL	0.00	0.00	0.00	0.00
LAGOON\SEWER OPERATING	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
SOLID WASTE COLLECTION				
COLLECTION (CALAHOO)	7,500.00	6,887.97	7,500.00	1,320.00
LARGE BIN (EVERY 2 YEARS)	3,000.00	3,718.75	0.00	0.00
COMMISSION (HWY 43)	0.00	0.00	0.00	0.00
TOTAL	10,500.00	10,606.72	7,500.00	1,320.00
PLANNING & DEVELOPMENT				
D.O. CONTRACT (ANNUAL)	4,800.00	4,800.00	4,800.00	400.00
D.O. MEETINGS\MILEAGE	650.00	0.00	500.00	0.00
DEVELOPMENT PERMITS	1,000.00	1,250.00	1,000.00	0.00
DEVELOPMENT ENFORCEMENT	2,000.00	2,597.52	2,500.00	0.00
MUNICIPAL PLANNING	500.00	0.00	500.00	0.00
SAFETY CODES ADMIN	2,000.00	2,000.00	2,500.00	0.00
TOTAL	10,950.00	10,647.52	11,800.00	400.00
LIBRARIES				
LIBRARY (YRL)	358.00	276.94	319.00	137.28
TOTAL	358.00	276.94	319.00	137.28
FAMILY & COMMUNITY SUPPORT SER				
FCSS (\$3,727) (\$657 ADMIN)	4,385.00	3,168.40	4,583.00	500.00
FCSS (VOL.PICNIC\ALL-NET)	1,555.00	1,364.60	0.00	0.00
TOTAL	5,940.00	4,533.00	4,583.00	500.00
RECREATION & PARKS				
TREE REMOVAL	5,000.00	3,875.00	5,000.00	0.00
GRASS CUT\CLEAN UP (2026)	30,000.00	29,938.74	31,065.00	0.00
SPRING\FALL CLEAN UP	0.00	0.00	0.00	0.00
PORTA-POTTY (JUN-OCT)	800.00	0.00	0.00	0.00
EQUIP & SUPPL(FUEL,STRING)	500.00	1,034.98	1,000.00	0.00
WEED INSPECTIONS	250.00	238.50	250.00	0.00
LAKE WEED CUTTING (LIAMS)	3,000.00	6,600.00	6,600.00	0.00
EAST END BUS	350.00	350.00	350.00	0.00
BOAT LAUNCH (NEW)	0.00	5,990.00	0.00	0.00
TOTAL	39,900.00	48,027.22	44,265.00	0.00
EMERGENCY & SHARED SERVICES				
LIBRARY (LOCAL)	1,000.00	1,000.00	1,000.00	0.00
RECREATION-LSA CONTRIBUTION	0.00	0.00	500.00	0.00
FIRE SUPP (2021-2025)	13,440.00	13,400.52	14,500.00	3,318.27
FIRE INCIDENT RECOVERY	0.00	0.00	0.00	0.00
CPO (\$6,615 & MILEAGE)	7,000.00	8,398.51	8,500.00	668.67
EMERGENCY RELIEF (COVID)	0.00	0.00	0.00	0.00
EMERGENCY MANAGEMENT FEES	0.00	0.00	9,000.00	0.00
Description	2023 BUDGET	2023 ACTUAL	2024 BUDGET	ACTUAL-FEB 8TH

Analysis: EXPENSE REPORT- SOUTH VIEW

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Description	2023 BUDGET	2023 ACTUAL	2024 BUDGET	ACTUAL-FEB 8TH
PROV POLICING(20\21 1ST YR)	3,252.00	3,207.00	4,881.00	0.00
YR 1 -B 1,626 A(1,621)				
YR 2 -B 2,441 A(2,434)				
YR 3 -B 3,252 A(3,207)				
YR 4 -B 4,881				
YR 5 -B 4,881				
(AVG OVER 5 YEARS)\$3,417				
TOTAL	24,692.00	26,006.03	38,381.00	3,986.94
RESERVE ACCOUNTS (5% INC)				
PROVINCIAL POLICING RESERVE	165.00	165.00	0.00	0.00
SUSTAIN.RESERVE(1\2 MSI-O)	0.00	0.00	171.00	0.00
TREE REMOVAL RESERVE	1,050.00	1,050.00	1,103.00	0.00
SNOW REMOVAL RESERVE	0.00	0.00	0.00	0.00
LEGAL RESERVE	1,050.00	1,050.00	1,103.00	0.00
ELECTIONS RESERVE	788.00	788.00	828.00	0.00
LARGE BIN RESERVE	1,260.00	1,260.00	1,323.00	0.00
MAP REVIEW (NEW)(\$1,250)??	0.00	0.00	0.00	0.00
ST LAGOON\SEWER- \$50\LOT	0.00	0.00	0.00	0.00
TOTAL	4,313.00	4,313.00	4,528.00	0.00
YEAR-END AUDIT ACCOUNTS				
ANNUAL AMORTIZATION	0.00	0.00	0.00	0.00
GAIN\LOSS ON SALE OF TCA	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
SPECIAL PROJECTS				
PARK RESERVE SUBDIVISION	0.00	0.00	0.00	0.00
BYLAW\POLICY\BUDGETS\MDP'S	0.00	0.00	0.00	0.00
FLOWER RUSH-2019\2020\2021	0.00	0.00	0.00	0.00
BRUSH CLEARING (FIRESMART)	5,000.00	0.00	500.00	0.00
LAND USE BYLAW (20K BUDGET)	13,215.00	0.00	0.00	0.00
50TH & CANADA DAY	0.00	0.00	0.00	0.00
ENTRANCE SIGNS REFURB	0.00	0.00	0.00	0.00
TOTAL	18,215.00	0.00	500.00	0.00
CAPITAL PROJECTS				
PROJECT- LAGOON EXP MTGS	0.00	0.00	0.00	0.00
PROJECT- BOAT LAUNCH	0.00	0.00	0.00	0.00
PROJECT- DRAINAGE	0.00	0.00	0.00	0.00
PROJECT-PAVING LAKE ST\LOOP	0.00	79,200.00	0.00	0.00
PROJECT-PARK RECOG-\$2,410	4,000.00	2,410.00	0.00	0.00
PROJECT-ENTRANCE RDS (LSA)	100,000.00	0.00	0.00	0.00
PROJECT-REGRAVEL RD 91&95	0.00	0.00	0.00	0.00
PROJECT-BASKETBALL CT (NET)	5,003.00	19,000.65	0.00	0.00
PROJECT-REGIONAL SEWER	0.00	0.00	0.00	0.00
PROJECT-WILD H2O (\$43,541)	0.00	0.00	0.00	0.00
PROJECT-WATER TANK	0.00	0.00	0.00	0.00
PROJECT-	0.00	0.00	0.00	0.00
TRANS. TO RESERVES\DEF.REV	0.00	0.00	0.00	0.00
TOTAL	109,003.00	100,610.65	0.00	0.00
TOTAL EXPENSES	377,271.00	371,340.36	277,235.00	21,387.35

7.9



Safety Codes Council

February 13, 2024

Victoria Message
QMP Manager
Summer Village of South View
PO Box 8
Alberta Beach, Alberta T0E 0A0

Dear Victoria Message:

**RE: 2023 Annual Internal Review
Summer Village of South View - Accreditation No: M000305**

The Summer Village of South View 2023 Annual Internal Review (AIR) for the building, electrical, gas and plumbing disciplines has been approved. You can view the signed AIR document on your organization dashboard on Council Connect.

I would like to thank you for the thorough and comprehensive review and the effort put into completing the review.

Should you have any questions, please do not hesitate to call the Accreditation Business Unit. We can be reached toll-free at 1-888-413-0099 or by email at accreditation@safetycodes.ab.ca.

Best Regards,

A handwritten signature in blue ink that reads "PJ Burrows".

Peter Burrows
Administrator of Accreditation

CW

101

2023

Annual Internal Review

Accredited Municipality

Summer Village of South View



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2023- Municipal Accreditation

Accreditation Information

Accreditation ID: M000305
Municipal Name: Summer Village of South View
Population Size: 67
Municipal Type: Municipality
Accredited Disciplines: Building, Electrical, Gas, Plumbing
Application Disciplines: Building, Electrical, Gas, Plumbing

QMP Information

QMP	Disciplines Covered	QMP Approved Date	QMP Manager Name (First name , Last name)	QMP Manager Job Title
293	Gas, Building, Electrical, Plumbing	2019-09-20	Victoria Message	Admin Assistant

Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued	1	5	5	1	0	12
Permits Closed	2	6	3	2	0	13
Permits Open	1	2	3	1	0	7
Inspection Completed	3	8	3	4	0	18
Orders Issued	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0

QMP Administration

a.	Are the contacts listed on Council Connect for your organization current?	Yes
b.	Is an accredited agency under contract to provide safety codes services?	Yes
c.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	Yes
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other	Services Type	Contract Start Date
A000202-The Inspections Group Inc.	Yes	Yes	Yes	Yes	Yes	45	55		Both	2022-06-15

Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	Yes
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes



iv.	Agency contracts are current and up-to-date.	Yes
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

		Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
1. A000202-The Inspections Group Inc.					
a.	Overall satisfaction.		Yes		
b.	Delivery of permit services.		Yes		
c.	Delivery of inspection services.		Yes		
d.	Timeliness and responsiveness of service delivery.		Yes		
e.	Competency and knowledge of SCOs.		Yes		
f.	Actions taken to improve the delivery of safety codes services.		Yes		
g.	Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.		Yes		

Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

File Information

Discipline: Gas	Permit Issue Date: 2022-08-29	Permit Closure Date: 2023-05-30
Issuing Organization: The Inspections Group		
Permit Issuer: Monica Hill	DOP Number: P10224	
Inspecting Organization: The Inspections Group		
Inspecting SCO: Dennis Oster	DOP Number: D8644	
Discipline: Electrical	Permit Issue Date: 2022-09-27	Permit Closure Date: 2023-02-07
Issuing Organization: Summer Village of South View		
Permit Issuer: Cynthia Knuttila	DOP Number: P10225	
Inspecting Organization: The Inspections Group		
Inspecting SCO: Dan Bridges	DOP Number: D9497	
Discipline: Private Sewage	Permit Issue Date:	Permit Closure Date:
Issuing Organization:		
Permit Issuer:	DOP Number:	
Inspecting Organization:		
Inspecting SCO:	DOP Number:	
Discipline: Building	Permit Issue Date: 2022-08-22	Permit Closure Date: 2023-09-27
Issuing Organization: Summer Village of South View		
Permit Issuer: Reid Edwards	DOP Number: D9198	
Inspecting Organization: The Inspections Group		
Inspecting SCO: Jeff Rion	DOP Number: D10174	



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Discipline: Plumbing

Permit Issue Date: 2022-09-01

Permit Closure Date: 2023-09-25

Issuing Organization: The Inspections Group

Permit Issuer: Monica Hill

DOP Number: P10224

Inspecting Organization: The Inspections Group

Inspecting SCO: Andre Chauvet

DOP Number: D10544

File Review

Building	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	Yes
	ii.	Professional involvement occurred as required in the municipality's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
v.	Was the permit closed with an unsafe condition?	No	
vi.	Did the inspections identify deficiencies?	Yes	
1.	Were the deficiencies resolved prior to permit closure?	Yes	
2.	Were the deficiencies an unsafe conditions?	No	
3.	Was a verification of compliance accepted?	Yes	
Electrical	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	
	ii.	Professional involvement occurred as required in the municipality's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes



Electrical	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes	
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes	
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes	
	c.	Orders		
	i.	Was an order issued?	No	
	ii.	If yes, the order is registered with the Council.		
	d.	Variances		
	i.	Was a variance issued?	No	
	ii.	If yes, the variance is registered with the Council.		
	e.	Inspections and File Closure		
		Please verify the following:		
	i.	Inspections completed within the prescribed time frame.	Yes	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
	v.	Was the permit closed with an unsafe condition?	No	
	vi.	Did the inspections identify deficiencies?	No	
	1.	Were the deficiencies resolved prior to permit closure?		
	2.	Were the deficiencies an unsafe conditions?		
	3.	Was a verification of compliance accepted?		
	Gas	a.	Construction Document Review	
			Was a construction document review required?	No
			If yes, Please verify the following	
i.		Plans were reviewed as prescribed in the municipality's QMP.		
ii.		Professional involvement occurred as required in the municipality's QMP.		
iii.		Plans were reviewed and approved by an SCO with the proper certification.		
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.		
b.		Permit Issuance		
		Please verify the following:		
i.		The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes	
ii.		The permit was approved and signed by a Permit Issuer with the proper designation.	Yes	
iii.		The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes	
iv.		The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes	
c.		Orders		
i.		Was an order issued?	No	
ii.		If yes, the order is registered with the Council.		
d.		Variances		
i.		Was a variance issued?	No	
ii.		If yes, the variance is registered with the Council.		
e.		Inspections and File Closure		
		Please verify the following:		
i.		Inspections completed within the prescribed time frame.	Yes	
ii.		The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes		
iv.	An SCO with the proper certification and designation completed the inspections.	Yes		
v.	Was the permit closed with an unsafe condition?	No		
vi.	Did the inspections identify deficiencies?	No		
1.	Were the deficiencies resolved prior to permit closure?			



Gas	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
	Plumbing		
	a.	Construction Document Review	
		Was a construction document review required?	Yes
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the municipality's QMP.	Yes
	ii.	Professional involvement occurred as required in the municipality's QMP.	Yes
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	Yes
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
	c.	Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	No
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	Was the permit closed with an unsafe condition?	No
	vi.	Did the inspections identify deficiencies?	Yes
	1.	Were the deficiencies resolved prior to permit closure?	Yes
	2.	Were the deficiencies an unsafe conditions?	No
	3.	Was a verification of compliance accepted?	Yes
Private Sewage			
a.	Construction Document Review		
	Was a construction document review required?		
	If yes, Please verify the following		
i.	Plans were reviewed as prescribed in the municipality's QMP.		
ii.	Professional involvement occurred as required in the municipality's QMP.		
iii.	Plans were reviewed and approved by an SCO with the proper certification.		
	Note: Seek the assistance of an SCO to answer questions i and ii if necessary.		
b.	Permit Issuance		
	Please verify the following:		
i.	The permit is compliant with the section 21 and 22 of the Permit Regulation		
ii.	The permit was approved and signed by a Permit Issuer with the proper designation.		
iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.		
iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.		
c.	Orders		
i.	Was an order issued?		
ii.	If yes, the order is registered with the Council.		

Private Sewage	d.	Variations	
	i.	Was a variance issued?	
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	
	iii.	The inspection reports describe the "work in place" at the time of inspection	
	iv.	An SCO with the proper certification and designation completed the inspections.	
	v.	Was the permit closed with an unsafe condition?	
	vi.	Did the inspections identify deficiencies?	
	1.	Were the deficiencies resolved prior to permit closure?	
	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	

Annual Internal Review Findings

Use the results of the File Review and any other information to answer the following questions

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

There were no noted issues with respect to accreditation.

2. Any other general comments, concerns or issues the municipality would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

On the plumbing permit that was not closed within the prescribed time frame they were only off by 12 days. The Summer Village of South View continues to strive for continued improvement in the safety codes system.

Municipal Acknowledgement and Signature

Signature: Victoria Message

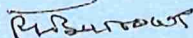
Date: 2024-02-09

Job Title: QMP Manager

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

For Safety Council Use Only

Administrator of Accreditation Review and Approval

Signature: 

Date: 2024-02-13



to become a village:
 - no longer requirement of 300 population
 - no longer need commercial property
 - residents would lose second vote and opportunity to run.

ALBERTA
 MINISTER OF MUNICIPAL AFFAIRS

MLA, For: McMurray

MINISTERIAL ORDER NO. L:077/01

I, Guy Boutilier, Minister of Municipal Affairs, pursuant to section 76 of the Municipal Government Act, make the following order:

Except as otherwise provided by the Minister, the following principles, standards and criteria shall be applied when considering an application for a study of municipal restructuring pursuant to Part 4 of the Municipal Government Act:

1. Municipal restructuring includes the formation, amalgamation and dissolution of municipalities.
2. The following matters should be taken into account in considering proposals for municipal restructuring:
 - (a) the financial viability of the affected municipalities;
 - (b) the effects on the council structures, administrations, services and operations of the affected municipalities;
 - (c) the population of the participating municipalities, and the resulting effects on the political representation of the affected communities;
 - (d) whether an appropriate process has been used to initiate and develop the municipal restructuring proposal pursuant to Part 4 of the Municipal Government Act; and
 - (e) whether the process used has adequately identified the impacts of restructuring on the affected municipalities.
3. The formation process is appropriate when the restructuring will result in the creation of a new municipal government unit from one or more existing municipal governments or improvement districts.
 - (a) the formation of a new municipal government will be considered if the ongoing financial, political and operational viability of the new and remaining municipality or municipalities is likely to be achieved.
 - (b) the formation of a new municipal government should not be considered if it will result in an increase in the total number of municipal governments in Alberta.


.../2

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- 2 -

4. The amalgamation process is appropriate where two or more municipalities are joined to form a new municipal government unit with a new council and administrative structure that is significantly changed from the pre-existing structures of the affected municipalities.
 - (a) amalgamation will be considered if there are demonstrable advantages to the residents of the affected municipalities and if the ongoing financial, political and operational viability of the amalgamated municipality is likely.
5. The dissolution study process is appropriate where the intended restructuring does not require major changes to the council structure, administration or operation of the receiving municipality.
6. A dissolution study is not appropriate when the request raises broader regional issues that can be better addressed through another process such as a regional initiative or intermunicipal mediation.
7. If there are ongoing and unique requirements for the new municipal government proposed as a result of a municipal restructuring process, consideration will be given to the use of specialized municipal status pursuant to section 83 of the Municipal Government Act.
8. The Minister may direct the use of an appropriate study process on the receipt of any application for municipal restructuring.

Dated at Edmonton, Alberta, this 29 day of November, 2001.



Guy Boutilier
Minister of Municipal Affairs

svsouthview@outlook.com

From: Summer Village of South View on behalf of /o=First Organization/ou=Exchange Administrative Group(FYDIBOHF23SPDLT)/cn=Recipients/cn=00030000633313A8
Sent: January 25, 2024 1:21 PM
To: 'wendy wildwillowenterprises.com'; Summer Village Office; 'Nakamun Park'; West Cove Admin; svsunrisebeach wildwillowenterprises.com; cao@birchcove.ca; reception wildwillowenterprises.com
Subject: RE: Roles and Responsibilities Workshop

Thank you for the comments, Wendy. I have a few things to add, much of which we already know, but it was good to refresh my memory.

- The MGA is enabling legislation whose purpose is to provide municipal autonomy. As in, unless it is expressly prohibited or addressed, municipalities have the same rights as a person or corporation.
- Economic Development was added as a municipal purpose in 2022 and we are expected to actively promote and encourage economic development. What this would look like for a summer village is less clear.
- Committees of Council MUST be formed by bylaw, but a committee a councillor sits on can be approved via a resolution. Committee meetings must be advertised.
- When going into closed session you should put a brief description of the topic on the agenda and in the minutes to provide transparency.
- If a Council provides direction that is unethical or illegal, your role is to inform council, IN WRITING, of their obligations and the potential repercussions. Other than that, there is not much you can do.
- On the Code of Conduct Bylaw, Council can outline sanctions that are different than those provided for in the MGA. However, it is recommended to get legal advice before doing so.
- Assessment notices have to be sent out by July 1, but tax notices technically don't need to go out until Dec 31. It was discussed that this is not practical, but perfectly legal (unless you have a bylaw that says otherwise).
- We can develop an advertising bylaw to allow us to advertise public notices differently than in the local paper.

Have a great day,

Angela Duncan
 Assistant CAO
 Summer Village of South View
 780-967-0271
<http://www.summervillageofsouthview.com/>

From: wendy wildwillowenterprises.com <wendy@wildwillowenterprises.com>
Sent: Thursday, January 25, 2024 8:28 AM
To: Summer Village Office <administration@wildwillowenterprises.com>; 'Nakamun Park' <cao@svnakamun.com>; svsouthview@outlook.com; West Cove Admin <svwestcove@outlook.com>; svsunrisebeach wildwillowenterprises.com <svsunrisebeach@wildwillowenterprises.com>; cao@birchcove.ca; reception wildwillowenterprises.com <reception@wildwillowenterprises.com>
Subject: Roles and Responsibilities Workshop

Goodmorning folks - some highlights I noted from the Roles and Responsibilities Workshop I took yesterday (and Angela may have more to add):

-Closed Session: and how we apply the recesses. Motion to go into Closed Session then a recess. Motion to come out of Closed Session and then a recess (Desiree said the Act is not clear here so you could do it either way and suggests you just be consistent whichever way you do it). She also said this should be specifically outlined in your procedural bylaw so check there.

-Procedural Bylaw should not be the Mayor is only elected at organizational meeting time or if the Mayor can be elected at any time during the year

-refer to your procedural bylaw was kind of a "catch all" reply

-don't let a vocal view who are a minority within the municipality take over the welfare of the municipality as a whole

-Mayor's (CEO) are no longer ex-officio on all boards and committees (this was removed in the last round of changes)

-Mayor does not hold more power than any other Council member

-to be effective, a CAO needs a supportive and respectful Council, and a Council who gives clear direction and decisions

-engage the public whenever reasonable

-if a Council member misses the entirety of a public hearing they can not vote on the matter (which we knew), but if a Council member participates in part of a public hearing they can choose to vote or not vote (I did not realize that)

-there has been a great deal of feedback received by AMA on the Code of Conduct bylaw, and we can expect to see changes coming

-I suggested the \$50.00 Assessment Appeal Fee is archaic (was in place in 1986 when I first started). The province sets the requirements for member and clerk training and this training has become more over the years (use to be most munis did it inhouse or from a fellow local munis - but now most contract the service out). The training Assessor take is as development and regulated by the Province, the Province goes in every year (I thought it was 2 years) and completes an audit and then every 3 or 4 years for do a detailed out. So the Province sets the parameters and regulations and leaves the cost to the municipalities - so in my opinion the munis should get to set the price of the appeal. I referenced our \$1,700.00 cost for a partial hearing to which a settlement occurred and an adjust of less than \$170 was granted - Des was surprised. Chris O'Meara worked for the City of Edmonton in their Assessment Appeal Department and he recognized and supported my comments.

-I referenced our Council disqualification and in general terms how the MGA is our Bible but while we have input into what's in it the Province controls the end product. I referenced how they make the rules and we are expected to follow those rules and enforce them when there are breaches, and that those costs of enforcing their Act fall on us. I suggested that this is a very good reason to leave the MSI Operating funding in place to help municipalities cover the costs of enforcing their Act (I got a couple notes of support on this from both Des and Chris).

-Tax collection: Des suggested that shortfalls in collection of taxes in one year should be added and collected in the next year. This was an interesting comment and not something that we have done, and I have a lot of thoughts on how this may in fact be a little premature or unrealistic. But I would like everyone's feedback on that. I think it may be different if the properties are at the end of a tax recovery process and the municipality is taking title and thereby not collecting taxes in the future, but if there is a reasonable expectation that taxes will be collected from that property (at some point) I am not sure we should be asking the rest of the municipalities to also pay. I guess if we did this it certainly should lead to a higher reserve or unrestricted balance.

-on AMA website there is a resource page that speaks to the principals of bylaws (and has sample bylaws) I think we knew that

- Public Participation Policy and Plan - at the end of the legislation it says you need a ppp and a ppp, but that you don't really need to follow it (sigh)
- Annual Information Meetings (AIM) should be considered a Council meeting and follow regulations/procedures for Council meetings (this is not how we have been doing it)
- Tips for better engagement: build relationships, meeting people where they are, know your target audience, make it fun, eliminate barriers, don't stop (my comment: we would need a budget to support this)

That's my comments. I actually really enjoyed the session, well 2 of the 3 presenters. The 3rd presenter I could not understand and the feedback and engagement from the participants was noticeably lower during that session (which was on financial, budget and tax rates)

W

Wendy Wildman,
Chief Administrative Officer
Summer Village Administration/Wildwillow Enterprises Inc.

Phone: 780-967-0271

Email: wendy@wildwillowenterprises.com

10.d

svsouthview@outlook.com

From: Gervais Kasamba <cpokasamba@mayerthorpe.ca>
Sent: January 31, 2024 12:16 PM
To: Summer Village - West Cove; svsouthview@outlook.com; wendy wildwillowenterprises.com; tori wildwillowenterprises.com
Subject: FW: New Online Reporting-Summer Villages
Attachments: Screenshot OLR.png; Screenshot-OLR .png
Importance: High

Good day,

I have created an online reporting form with a link that should be added to your respective website. On the first page, person making a complaint, or an enquiry will need to select a group, ie. Yellowstone, and then click "write new online report". This will prompt a new tab or page to open where the person will simply follow the steps 1 through 10. On first step, a new complaint/enquiry can be made, or supplemental information can be added to a previous report. Please see attached screenshots for your reference. Furthermore. "anonymous" complaints will not be accepted.

Here is a link: <https://mayerthorpe.omnigo.one/CESIReportExec/olr>

Also, e-mail for public will no longer be required for those reasons. Should you have any questions or concerns do not hesitate to contact me.

Regards,

Gervais Kasamba
Peace Officer
Mayerthorpe Regional Enforcement Services
Town of Mayerthorpe
Box 420
Mayerthorpe, Alberta, T0E 1N0
Office: 780-786-2416 (Ext. 232)



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Wildwillow Enterprises

From: Summer Village of South View <connect_svlsace@all-net.ca>
Sent: February 7, 2024 2:34 PM
To: Wildwillow Enterprises
Subject: New! Online Community Peace Officer Reporting Tool

NEW!!! Online reporting now available for our Community Peace Officer. All you need to do is use this link, <https://mayerthorpe.omnigo.one/CESIReportExec/olr>, which can also be found on our website <http://www.summervillageofsouthview.com/>.

Community Peace Officers handle complaints about local bylaws. So, what can you call your local CPO about? Some examples include:

- Barking dogs
- Noise complaints
- Parking issues

This complaint form is not for emergencies or if you need a police/RCMP officer (eg. Theft, assault, break and enter, etc). Please **call 9-1-1 if there is an emergency** or a crime in progress. You can also report crimes by contacting the Evansburg Detachment non-emergency line at 780-727-4446 or through the RCMP online crime reporting website at <https://ocre-sielc.rcmp-grc.gc.ca/alberta/en>.

If you have any questions, please reach out to Summer Village of South View Administration at svsouthview@outlook.com or 780-967-0271.

Sincerely,

Summer Village of South View
Administration



You are receiving this message because you are on our contact list. [Click here](#) to be removed from our contact list. Please note, if you unsubscribe, you will not receive emergency alerts.



Untitled Map

Write a description for your map.

Legend

Feature 1

GCCA Lake Isle Campground

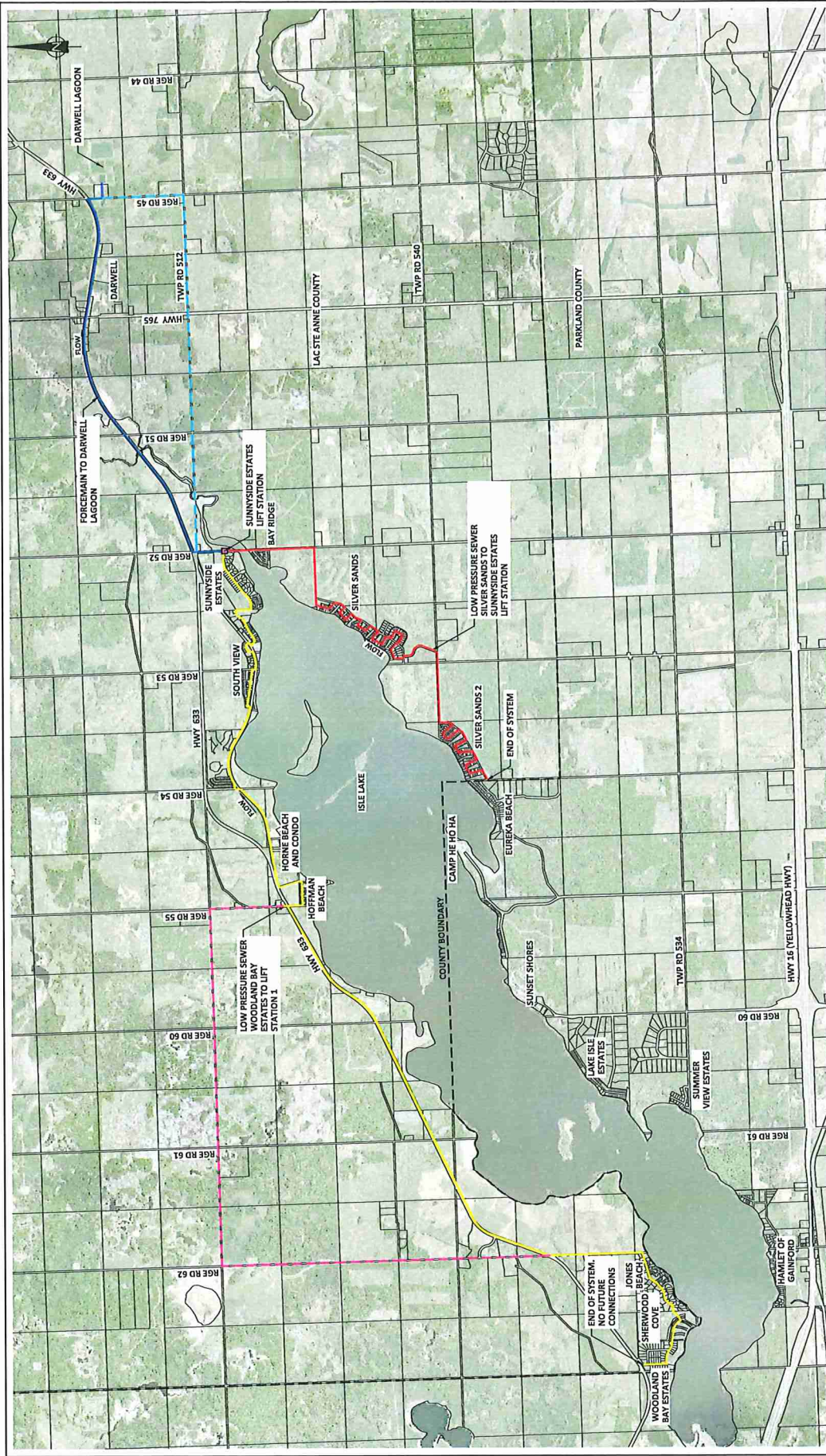
Google Earth

Image © 2024 CNES / Airbus

Image © 2024 Airbus

500 m





LEGEND

	150mm PIPE		ALTERNATE ALIGNMENT USING COUNTY ROADS
	200mm PIPE		ALTERNATE ALIGNMENT USING UTILITY ROADS
	250mm PIPE		

DARWELL LAGOON COMMISSION
ISLE LAKE REGIONAL WASTEWATER
TRANSMISSION LINE: PHASE C
OVERALL PLAN



SCALE: 1:50000 DATE: NOVEMBER 2023 JOB: 5225-022-00 FIGURE: 1

M:\Projects\2023\15636-000\15636-000.dwg 11/15/2023 10:00:00 AM 15636-000.dwg 11/15/2023 10:00:00 AM 15636-000.dwg

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10.3

Wildwillow Enterprises

From: Wildwillow Enterprises
Sent: February 14, 2024 6:26 PM
To: wendy wildwillowenterprises.com; West Cove Admin; Summer Village Office; Dwight Moskalyk
Subject: Drought Workshop
Attachments: Building resiliency to multi year drought workshop.docx

Hello all,

Late last month, I attended a Building Resiliency to Drought Workshop in Blackfalds. Attached are some rough meeting notes, for your information. I will be sharing these in the South View Agenda package.

Also, some interesting links for you:

<https://www.awchome.ca/projects/building-resiliency-multi-year-drought-6/> -> This is a link to the Workbook from the workshop. It is full of interesting and valuable information. I also brought back 2 hard copies which are in the office.

<https://www.alberta.ca/drought->> this is the website that the GoA has put together regarding the situation and what they are doing about it.

<https://rivers.alberta.ca/>-> this website provides live monitoring of all the rivers in Alberta and also provides information on low flow advisories and water shortages. There is also an app for this, information on the app and download links can be found at https://open.alberta.ca/blog/?page_id=197

Building resiliency to multi year drought workshop – January 26, 2024, Blackfalds AB

There is a link to the guide book on the AWC website

- Guide to help review and revise drought planning
- 2021 was the first year GoA scientists were allowed to use the word drought and acknowledge that we were in a drought.
- Drought is dependent on both use and planned resiliency. What may be a small drought to some could be large to others.
- Dry for the first 50 years of the 20th century and then we had a wet spell that we all grew up on. So, this seems very dry but it is not unusual or unprecedented.
- Feb is the driest month of the year down south. May and June are the big precipitation months in southern AB.
- Some areas of AB are very wet and some are very dry. It is not an AB wide drought.
- In most of Alberta we are looking at 1 in 50-year lows for precipitation. Some areas of Southern Alberta, this has been the case for a decade.
- In Edmonton its been 20 years since we had above normal precipitation.
- Calgary hasn't had above normal precipitation in 10 years.
- Reviewed history of drought since 1900. It is very cyclical and never province wide. We are seeing a similar pattern now. It is not so much the drought as the absence of wet years that is causing today's situation.
- There is no real pattern in meteorological data. We can go from extreme precipitation to drought year to year. There are, however, trends, but even those are unpredictable.

- Flow
 - Red Deer River – glacier and mountain pack run off. 56.1 m3/second average annual flow at AB SK border (1976-2015).
 - 51 water shortage advisories in the province, 13 in the red deer river watershed, at the moment and 3 in the North Saskatchewan River watershed. Battle River, it is currently the entire watershed. (Most creeks are not gauged and may be low or none existent.
- Demand
 - Reducing demand is an important way that we can respond to drought.
 - 50% of our water must pass through to Saskatchewan
 - Allocation system – first in time, first in right. Those who apply first are senior water license holders, those who apply after are junior water license holders and are cut off first. Senior holders get all of their allocations first and then junior water license holders get whatever is left.
 - Need water licenses to do storm water management
 - There is more water allocated than what is available in Alberta. There is still allocation room in the North Sask watershed, as a whole.
- Climate

- Climate change is anticipated to impact our winter temperatures more than our summer, except in the foothills, mountain, and far south, where it is the opposite. Although there will be an increase overall.
- This will impact stream flow.
- Potential for greater frequency, severity and duration of droughts. Drier years will be drier and wetter years will be wetter. Midsummer precipitation expected to decline.
- Milder winters and earlier snowmelt will intensify summer drought.
- South east corner of Alberta will be hit harder
- Early 1900s (1900 to 1920s)– dust bowl – worse drought conditions led to numerous people to leave the province. Next major drought was 1979 to 1984. These are considered benign compared to droughts in previous centuries (using tree rings).
- Drought is a normal part of our climate in Alberta, but climate change may make droughts longer and more severe.
- The loss of supply in our glaciers will have an impact in the future.

Roles and responsibilities – in book

- Municipalities
 - Water treatment and distribution to communities
 - Manage water systems
 - Drought management plans
- GoA
 - Monitor and forecast water resources
 - Issue shortage advisories
 - Communicate drought and shortage situations
 - Drought response plans
 - Drought and risk management plans
 - Health and safety
 - Wildfire forecasting
 - Water act
- AER
 - Implement water act
 - Can suspend temporary diversion licenses
- AEMA
 - Coordinate emergency response
 - Declare state of emergency
- ABmunis and RMA
 - Provide overarching support to munis
- WPACs
 - Convener and collaborator
 - Support municipal drought planning awareness and coordination
 - State of the watershed reports
 - Sampling programs

- GoA has developed a drought secretariate team that is cross-government (multiple GoA ministries and departments).
- Summer 2023 – already in drought and working with license holders at the basin level.
- In the fall, started taking a provincial approach.
- Working on getting the message out
- Rivers Alberta website and alberta.ca/drought are great resources. Will be updated in the next week or so with the current drought situation in Alberta. Reservoir levels, river flows, snow pack, etc.
- RDR Mug red deer river municipal users group. (is Empress a member?) Meetings in Drumheller
- Do you know where your water goes? Munis should be working on answering this to help maintain stability of water resources.
- When water costs money, people water their lawn less often

AEMA

- 7 regions, each has roughly 50 munis, 2 field officers in each region
- Emergency management is more than emergency response
- Anticipating next years fire season will be as bad or worse than last year
- They did not have enough field officers last year, they have hired 4 more in anticipation of next years wildfire season

AB agriculture and irrigation

- Asking producers to prepare for drought by adjusting their operations proactively.
- There programs to help producers prepare for drought and how to manage and obtain a water supply in preparation for and during a drought. (wells, dugouts, in stream, connection to a multiuser water supply pipe)
- Website – farming and dry conditions – link from the Alberta drought website

Planning for Drought – covered in book

- Before a drought – risk assessment, water shortage response plan, drought management plan
- Conduct a Risk assessment
 - Evaluate risks and vulnerability and determine appropriate management actions to respond to, recover from, and build resiliency to a drought
- Develop a water shortage response plan

- Assess risks of water shortage
- Outline options to deal with shortages
- Implementation plan, including triggering criteria and monitoring
- Can implement restrictions into your bylaws
- Develop a drought management plan
 - Goals and actions
 - Drought adaptation – lessen severity of negative impacts and increase resilience
 - Build relationships
 - Drought mitigation and response
 - Actions taken during a drought to reduce and mitigate the impacts

Monitoring and data

- Strategy 1 - Know your water supply – where does it come from, who owns and operates the supply, who impacts it, how will changing climate impact future supply, anything else?
 - Know pumping rates and storage levels
- Strategy 2 – identify and monitor your drought indicators
 - Different depending on use of water and water source
- Strategy 3 – identify and track performance measures
 - Ecological, social, and economic indicators
- Strategy 4 – evaluate drought response and lessons learned
 - Composite indicators – combines more than one

Alberta rivers App and website and AFETUW (alberta flow estimation tool for ungauged watersheds) are the primary tools that can be used to monitor your local situation.

11.a

svsouthview@outlook.com

From: Tyler Gandam <president@abmunis.ca>
Sent: January 31, 2024 12:19 PM
To: Wendy Wildman
Subject: Submit a resolution for debate at ABmunis 2024 Convention – Due by May 31

Dear Mayors, Councillors, and CAOs:

Is there a municipal issue that you think requires advocacy by Alberta Municipalities (ABmunis) to the provincial or federal governments? Sponsoring a resolution for debate at ABmunis' 2024 Convention is an excellent way to bring attention to an issue and empower ABmunis to take action if your resolution is supported by the majority of ABmunis' members.

Alberta Municipalities' members are now invited to submit resolutions that will be debated at our 2024 Convention in Red Deer on September 25-27, 2024. If your municipal council is interested in sponsoring a resolution, please visit our [Resolutions page](#) to access all the details including our Resolution Tips sheet, Resolution Template, and Resolutions Policy.

Change for 2024

Beginning this year, the mover municipality and the seconder municipality must represent at least two of the following population categories:

- Less than 2,500 population
- 2,500 to 10,000 population
- Greater than 10,000 population

For example, if the moving municipality has a population of 7,000, then the seconder municipality must be less than 2,500 population or greater than 10,000 population. The purpose of this change is to increase the likelihood that each resolution is applicable to most municipalities.

Deadline for 2024 Resolutions

This year, the deadline for submitting a resolution is May 31, 2024. Don't delay because the councils for the moving and seconding municipality must approve the resolution by the May 31 deadline.

Have a more urgent issue?

If your municipality has a pressing issue that cannot wait until the resolution session at our September Convention, then your municipality can present a request for decision (RFD) for consideration at ABmunis' Spring Municipal Leaders Caucus on March 14-15, 2024. The deadline to [submit an RFD](#) is February 23, 2024.

If you have questions about resolutions or RFDs, please contact our Policy & Advocacy team at advocacy@abmunis.ca. Also, make sure that you are registered to attend our [Spring Municipal Leaders Caucus](#) to discuss the resolutions process, action on adopted resolutions from recent years, and connect with municipalities that may interested in co-sponsoring a resolution with you.

Thank you,

Tyler Gandam | President

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E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

CASUAL LEGAL: TAXES START AT HOME

[Home](#) / [News](#) / Casual Legal: Taxes start at home

[← News](#)

By Emma Banfield
Reynolds Mirth Richards Farmer LLP
Alberta Municipalities Casual Legal Service Provider

A recent decision of the Court of King's Bench confirmed a councillor who was in arrears on his property taxes was disqualified from his seat on council pursuant to s. 175 of the *Municipal Government Act* (MGA).

Prior to being elected, the councillor owned property with an extended history of problems related to development. One issue resulted in an Order to Remedy requiring the completion of the exterior of a building on the property. Before becoming a councillor, he sought a review of the Order and received an extension. However, the work was not completed as required and the CAO of the municipality instructed commencement of enforcement proceedings.

As a result, legal enforcement costs and other legal costs were added to the property tax roll. Before being elected, the future councillor attended a council meeting and asked for the legal costs to be removed, but the question was deferred to a future meeting.

The councillor then put his name forward for election and was elected. At the time, he was in arrears for the legal enforcement costs added to the tax roll. After he was elected, council considered and denied the councillor's request to have the legal costs removed from his property tax roll.

The municipality later notified the councillor that he had an outstanding property tax balance and the CAO notified the councillor his eligibility as a councillor would be discussed at a forthcoming council meeting. When the matter was raised at the meeting, the councillor asked for additional information and for consideration to be deferred to a later meeting. At the subsequent meeting, the councillor was declared disqualified. This would ordinarily require the

councillor resigning immediately but, in this case, the councillor refused to resign. The councillor maintained he had paid his property taxes and disputed the legal costs being added to the tax roll.

The Court found the version of the MGA in force at the time specifically permitted a council to add the expenses and costs of enforcing orders to the property tax roll. These constituted an amount owing to the municipality under s. 549 of the MGA. The Court also found the municipality's bylaws specifically authorized the application of penalties to the tax roll. Therefore, the legal enforcement costs had been properly added to the tax roll according to the MGA and the applicable bylaws.

The Court then turned to the *Local Authorities Election Act* (LAEA) which provides a person is ineligible for nomination as a candidate in any election under the LAEA if, on the day of nomination, the person is in debt to the municipality for taxes in excess of \$50 (excluding current taxes and other inapplicable circumstances). As a result, the Court determined the councillor was disqualified and required to resign. Because he refused to do so, the Court issued a declaration he was disqualified from council, and further, he was ineligible to run in any by-election to fill the vacant seat created by the Court's declaration.

This case is a reminder to all elected officials to keep your own houses in order! It is important for councillors and all civic leaders to lead by example. There is no better place to start than by making sure your property taxes are paid.

*To access the Alberta Municipalities Casual Legal Helpline, Alberta Municipalities members can call toll-free to 1-800-661-7673 or send an **email** to reach the municipal legal experts at Reynolds Mirth Richards and Farmer LLP. For more information on the Casual Legal Service, please call 310-MUNI (6864) or send an **email** to speak to Alberta Municipalities Risk Management staff. Any Regular or Associate member of Alberta Municipalities can access the Casual Legal Service.*

DISCLAIMER: This article is meant to provide information only and is not intended to provide legal advice. You should seek the advice of legal counsel to address your specific set of circumstances. Although every effort has been made to provide current and accurate information, changes to the law may cause the information in this article to be outdated.

Jan 30

2024

110c

svsouthview@outlook.com

From: Tyler Gandam <president@abmunis.ca>
Sent: January 18, 2024 4:03 PM
Subject: Materials from ABmunis Jan. 17 webinar - LGFF Capital for summer villages
Attachments: 20240117 ABmunis webinar - LGFF Capital allocation formula - summer villages CONFIDENTIAL.pdf; LGFF Capital and the need for increased funding (PUBLIC USE).pdf; LGFF Capital and the need for increased funding (PUBLIC USE) - w key messages.pdf

Dear Mayors, Councillors, and CAOs:

On Wednesday, we presented a webinar to you, our member summer villages, to share our understanding of the new [Local Government Fiscal Framework](#) Capital funding allocation formula that applies to all municipalities except for Calgary and Edmonton. If you attended the webinar, thank you for making the time to be with us!

Attached are the materials from that webinar. Items 1 and 2 are confidential to your council and administration as some of the information is considered sensitive. However, to help advance local conversations about the need for increased infrastructure funding, we have attached a separate presentation for public use.

1. CONFIDENTIAL: Slide deck from ABmunis' Jan. 17 webinar
2. CONFIDENTIAL: [Video recording](#) of ABmunis' Jan. 17 webinar
3. PUBLIC USE: LGFF Capital and the need for increased funding
 - o Consider publishing this document in your next council agenda.
 - o Consider using this document to support your discussions with media about the size of the funding pot.
 - o This document is attached in two formats – one in general format for presentations and one in notes format with key messages.

Thank you,
Tyler Gandam | President

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Alberta's Local Government Fiscal Framework (LGFF) Capital Funding Program:

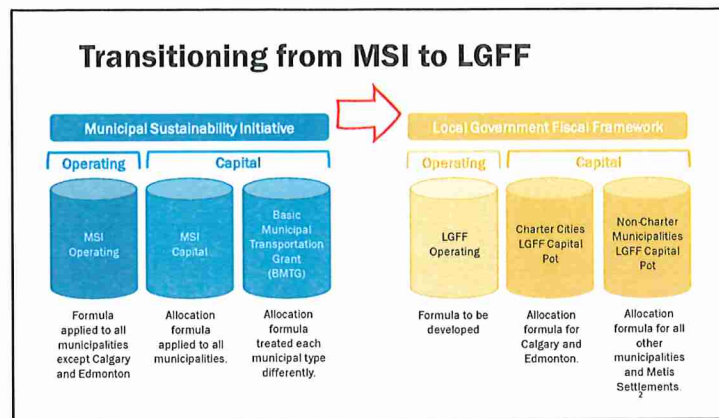
An Overview and the Need for Increased
Funding for Community Infrastructure

January 10, 2024



 Alberta
Municipalities
Strength
In Members

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- The Municipal Sustainability Initiative (MSI) ended in 2023 and is now replaced by the Local Government Fiscal Framework (LGFF).
- MSI was made up of three funding programs:
 - MSI Operating funding allocation,
 - MSI Capital funding allocation, and
 - The Basic Municipal Transportation Grant (BMTG) funding program was merged under MSI Capital in 2014 but it maintained a separate allocation formula under MSI.
- The MSI Capital and BMTG program is now replaced by LGFF Capital and MSI Operating has been replaced by LGFF Operating.

Key benefits of LGFF Capital

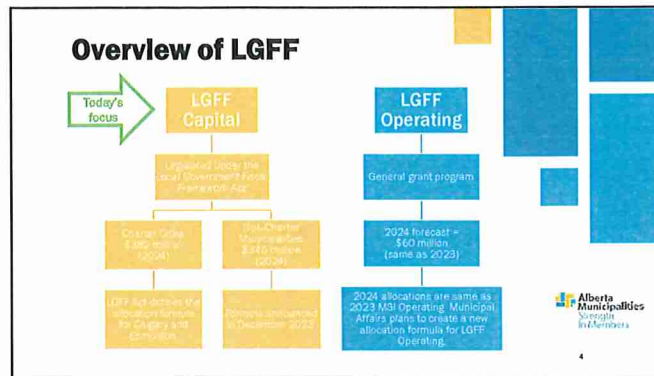
- The funding pot amount will rise and fall annually at the same rate as provincial revenue.**
 - Funding amounts are more likely to keep pace with Alberta's economy.
 - Annual changes to the funding pot are based on the change in provincial revenue from 3-4 years prior to the funding year.
 - Exceptions apply if the province changes a fiscal policy resulting in greater than a \$100 million change in a revenue source. (note)
 - Between 2008 and 2020, provincial revenue grew at an average rate of 1.8% annually.
- Your municipality will always know your next two years of funding allocations.**
 - Improved ability for municipalities to plan for their financial future.

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- Municipalities' biggest concern with the MSI program was funding amounts never kept pace with the growth of Alberta's population and the cost to construct infrastructure.
- ABmunis appreciates that the Government of Alberta has committed to link future growth of the LGFF Capital funding to changes in the Government of Alberta's revenues.
- This ensures the funding pot will grow with Alberta's economy instead of being dependent on political priorities of the day.
- Municipalities also asked for greater predictability of future funding amounts and the province has delivered whereby municipalities will always know their next two years of LGFF Capital allocations.
- This will help municipal leaders to better plan for their community's future.

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- LGFF Capital and LGFF Operating are separate programs with different goals and allocation formulas.
- LGFF Capital is legislated through the Local Government Fiscal Framework Act, which was requested by ABmunis to improve stability of the program.
- The Act sets out one pot of funding for Calgary and Edmonton and a separate pot for all other municipalities and Metis Settlements.
- The LGFF Act defines the allocation formula for Calgary and Edmonton.
- The LGFF Capital allocation formula for all other municipalities was announced by the Government of Alberta on December 15, 2023.

Targeted Outcomes for LGFF Capital

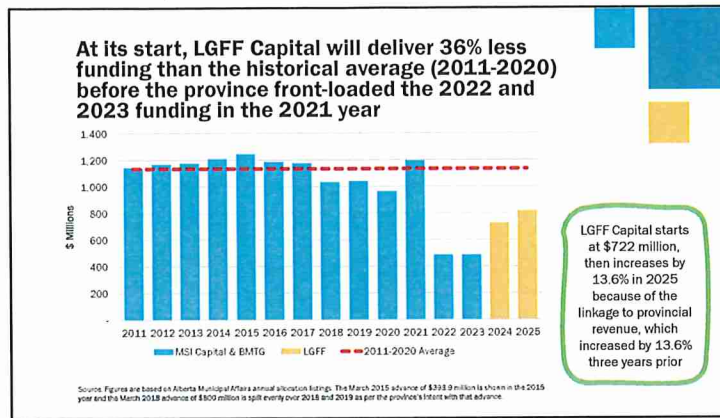
The stated program outcomes for LGFF Capital are:

- Increased economic activity
- Increased livability
- Increased resilience of municipalities and Metis Settlements in response and adaptation to the effects of disasters, extreme weather events, and changing local conditions.

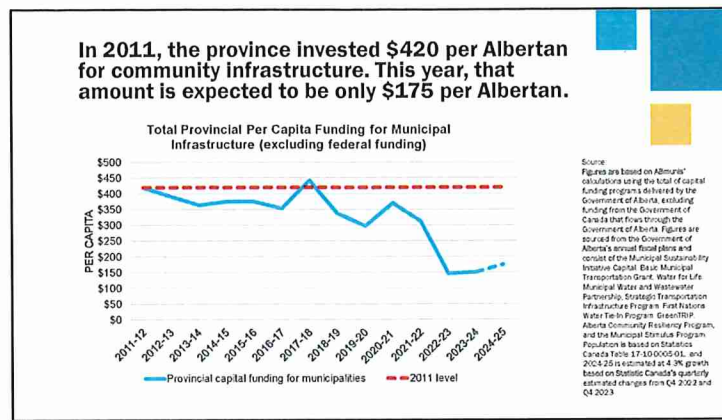


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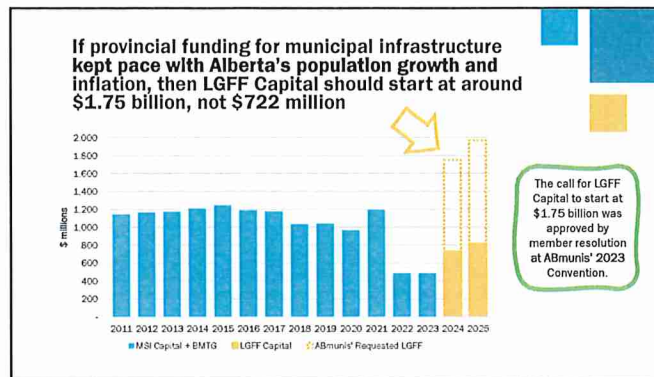
- ABmunis is concerned that the Government of Alberta's targeted outcomes for LGFF Capital are not possible considering the extent to which provincial funding for municipalities has been cut over recent years.
- The starting amount of LGFF Capital is \$722 million whereas the predecessor MSI program delivered an average of almost \$1.2 billion annually from 2011 to 2019.
- Even with the new linkage to the growth in provincial revenue, it could take 20 years for the LGFF Capital funding pot to return to funding levels seen between 2011 to 2019.
- This assumes that the Government of Alberta's revenue grows at the same rate seen between 2008 to 2020, which averaged 1.8% annually.
- To make matters worse, waiting 20 years for funding to return to historical levels ignores what additional funding is needed to account for Alberta's growth in population and inflation over the next 20 years.



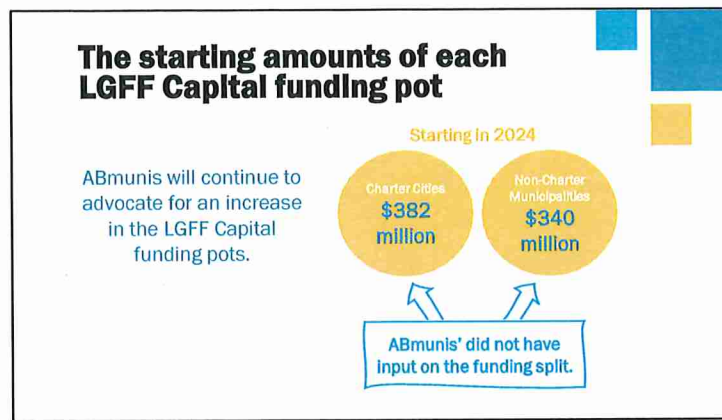
- This graph shows the historical MSI Capital funding in comparison to the planned LGFF Capital program.
- LGFF Capital will increase by 13.6% in 2025, because the Government of Alberta's revenue increased by that amount three years prior.
- Municipalities appreciate this increase but are also realistic that provincial revenue is likely to decline in future years and so will their funding under LGFF Capital.
- Even with the increase in 2025, the total funding pot is well below historical funding levels without even considering the growth in Alberta's population and inflationary impacts on the cost of infrastructure.



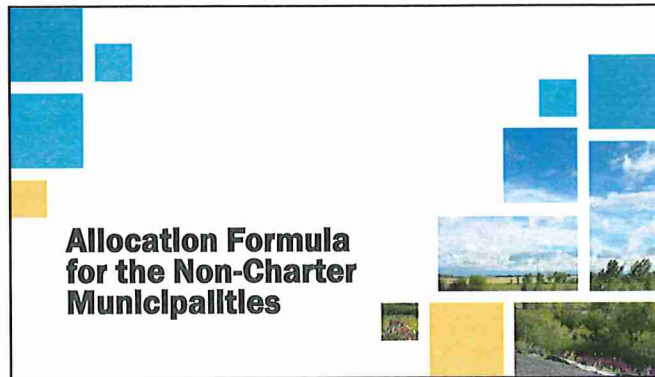
- This graph shows the total of all provincial infrastructure funding programs on a per capita basis. This excludes infrastructure funding from the Government of Canada that flows through the Government of Alberta.
- On a per capita basis, the Government of Alberta is contributing far less per Albertan, and this is why ABmunis' members overwhelmingly approved a resolution at ABmunis' 2023 Convention, which calls for the province to adequately restore infrastructure funding for communities.
- The resolution can be viewed at <https://www.abmunis.ca/advocacy-resources/resolutions-library/adequate-level-provincial-funding-community-infrastructure>.
- In 2011, the Government of Alberta was funding municipal infrastructure at a rate of \$420 per Albertan.
- With declining levels of funding and a growing population, the amount has dropped to what is expected to be only \$175 per Albertan in 2024 (based on funding forecasts in Alberta's 2023 Fiscal Plan).



- The yellow dotted bars demonstrate ABmunis ask for LGFF Capital to start at \$1.75 billion.
- This amount was determined based on a combination of factors including the growth in Alberta's population and the total cost of depreciation of Alberta's existing local infrastructure with adjustments for inflation and population growth.
- Details on how this amount was determined is available at <https://www.abmunis.ca/advocacy-resources/resolutions-library/adequate-level-provincial-funding-community-infrastructure>
- Attracting people to Alberta is priority for the Government of Alberta and Alberta's municipalities.
- Quality local infrastructure is essential to meeting that goal.
- Putting the bulk of local infrastructure costs on property taxpayers is not a recipe for success, particularly when the province is already collecting \$2.5 billion in provincial education property taxes from municipalities.
- The Government of Alberta has far more fiscal capacity than municipal governments to manage Alberta's long-term infrastructure costs and the partnership between the province and Alberta's municipal governments needs to be strengthened through more adequate levels of infrastructure funding.



- For now, the reality is that the starting amount of LGFF Capital is currently set to be \$722 million.
- This amount is divided into two funding pots:
 - One pot of \$382 million for the charter cities of Calgary and Edmonton, and
 - A separate pot of \$340 million for the non-charter municipalities and Metis settlements.
- The funding split between the pots was set by the province without ABmunis' input, but it is similar to what was in place prior to 2018 when the province began cutting \$152 million annually from Calgary and Edmonton's MSI Capital funding.

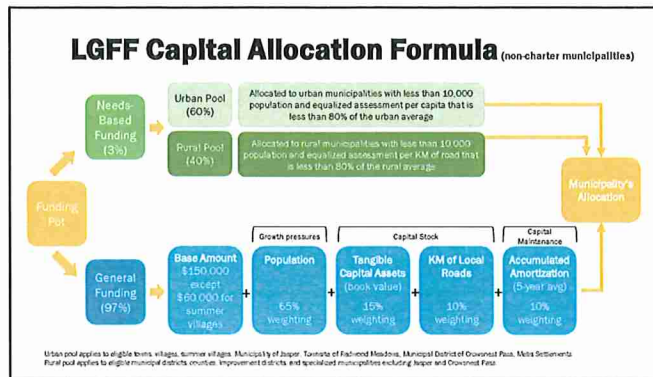


- The following information applies to all municipalities in Alberta (and Metis Settlements), except the City of Calgary and City of Edmonton.

Municipal Affairs' goals for the LGFF Capital allocation formula and program rules

1. Maximize transparency, comprehensibility, predictability, and equity.
2. Prioritize municipal asset management and resiliency of community infrastructure.
3. Consider municipalities with the greatest needs.





- This graphic outlines how the LGFF Capital funding pot is allocated to all non-charter municipalities and Metis Settlements.
- Three per cent of the funding pot is designated as a Needs-Based Funding formula component that supports municipalities under 10,000 population that have lower fiscal capacity.
- The Needs-Based Funding is split into two pools:
 - 60% is allocated to an urban pool of eligible towns, villages, summer villages, a few specialized municipalities, and Metis Settlements.
 - 40% is allocated to a rural pool of eligible municipal districts, counties, and improvement districts.
- Municipalities must meet two criteria to be eligible for the Needs-Based Funding.
 - A municipality must have a population under 10,000.
 - If the municipality is under the urban pool, then their equalized assessment per capita must be less than 80 per cent of the average of all urban municipalities.
 - If the municipality is under the rural pool, then their equalized assessment per KM of local road must be less than 80 per cent of the average of all rural municipalities.
- The use of equalized assessment per capita and equalized assessment per KM of road is a proxy to measure a municipality's fiscal capacity and those that have lower fiscal

- capacity receive extra funding.
- The amount of Needs-Based Funding allocated to an urban municipality is based on the degree to which their equalized assessment per capita is below the group average as well as the share of its weighted population relative to the total weighted population of urban municipalities that are eligible for Needs-Based Funding.
 - For rural municipalities, the calculation is based on the degree to which their equalized assessment per KM of local road is below the group average as well as the share of its weighted KM of road relative to the total weighted KM of road of rural municipalities that are eligible for Needs-Based Funding.
 - After the Needs-Based Funding is allocated, the bulk of LGFF Capital (97%) is allocated through a separate formula, which starts with providing each municipality a base amount of \$150,000, except for summer villages who receive \$60,000.
 - After the base amounts are allocated, 65 per cent of the remaining funding is allocated based on each municipality's population.
 - 15 per cent is allocated based on each municipality's book value of tangible capital assets, excluding values for electricity systems, gas distribution systems, machinery and equipment, and land.
 - 10 per cent is allocated based on each municipality's KM of local roads.
 - This is based on the linear length of a road under a municipality's responsibility and does not take into account the width of the road, number of lanes, or other cost factors such as whether the road is paved or gravel.
 - The last formula factor involves allocating 10 per cent of the remaining funding based on each municipality's five-year average of accumulated amortization.
 - The intention of this formula factor is based on if a municipality has older infrastructure, the municipality will have higher accumulated amortization and therefore, needs more funding.
 - When the formula is put together, each municipality receives a base amount plus a proportionate allocation based on their local population, plus the book value of their tangible capital assets, plus KM of local roads, plus the 5-year average of the municipality's accumulated

amortization and then those amounts are added to their Needs-Based Funding allocation (if they qualify) to determine their total LGFF Capital allocation for the year.

ABmunis' Is seeking several Improvements to LGFF Capital

1. ABmunis and member municipalities are advocating for the starting amount of the LGFF Capital pot to be increased to \$1.75 billion.
2. Request that the province to collect more comprehensive data on KM of local roads including KM of road lanes and the type of surface material to create more equitable funding outcomes between municipalities.
3. Request that LGFF Capital allocation formula integrate tangible capital asset data that is currently not reported by municipalities because the local infrastructure is managed by a municipality-controlled corporation.
4. Request that the allocation formula base amount be increased every 3-5 years based on inflation to support smaller municipalities that are more reliant on the base amount.

One-time funding is not a long-term solution

~~One-time project funding~~

- Success is reliant on the province posting a surplus and selecting your community infrastructure project over other provincial priorities such as paying down Alberta's debt, increasing savings, or funding provincial infrastructure projects.
- The province has only posted a surplus in 3 of the last 15 years.

✓ **Increase the LGFF funding pot**

- Long-term solution for maintaining each community's roads, sidewalks, water and wastewater systems, recreation facilities, fire halls and fire trucks, and other local needs.
- The Alberta is Calling campaign is attracting tens of thousands of people to Alberta and we need to invest in new infrastructure.
- Without an increase, property taxes will grow considerably, or Albertans will see their infrastructure deteriorate.

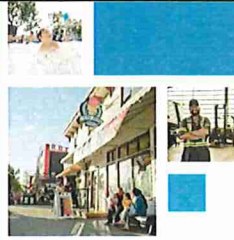


- Alberta's provincial leaders are promoting that municipalities will be able to access one-time funding in years where the province posts a surplus at year end.
- This promise relates to Alberta's new Fiscal Planning and Transparency Act that was passed in spring 2023.
- The Act states that in years where the province has a surplus, 50 per cent of that surplus will be paid towards Alberta's debt.
- The other 50 per cent will be used for contributions to Alberta's Heritage Savings Trust Fund, or extra payments on Alberta's debt, or paying for one-time spending initiatives that don't carry an ongoing cost.
- The promise by provincial leaders does not enable municipalities to properly plan for their financial future because it relies on the province to:
 - Post a surplus at year end, and
 - Provincial leaders must deem that a community's project takes priority over other provincial goals such as adding to Alberta's Heritage Savings Trust Fund or funding the province's own infrastructure needs.
- Increasing the starting amount of LGFF Capital to \$1.75 billion is the most practical approach to reduce red tape and ensure that every Alberta community has an adequate level of infrastructure funding to maintain and build community infrastructure for Albertans today and into the future.

Questions

Email questions to advocacy@abmunis.ca

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hello@abmunis.ca
310-MUNI



 **Alberta
Municipalities**
Strength
In Members

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svsouthview@outlook.com

From: Summer Village of South View
Sent: January 15, 2024 3:04 PM
To: Garth Ward; Colleen Richardson (cprich67@gmail.com); sandi benford
Subject: FW: Follow Up: ASVA Briefing Note - LGFF Base Fund Issues
Attachments: ASVA Briefing Note - LGFF Base Fund Issues (14jan24).docx

Hello Council,

I am forwarding this out for your information.

Thanks,

Angela Duncan
Assistant CAO
Summer Village of South View
780-967-0271
<http://www.summervillageofsouthview.com/>

From: MIKE PASHAK <mike.pashak@shaw.ca>
Sent: Monday, January 15, 2024 11:16 AM
To: Mike Pashak <mike.pashak@shaw.ca>
Cc: Kathy Krawchuk ASVA, Executive Director <execdirector@asva.ca>
Subject: Follow Up: ASVA Briefing Note - LGFF Base Fund Issues

Good Morning CAOs,
Hope everyone is staying warm.

As promised in our original email on LGFF Base Funding, the ASVA has put together a briefing note on the issue. Please share with your Councils as it will provide speaking points and additional background on the issue. This could be beneficial if your Councils have an opportunity to interact with their local MLA, Alberta Cabinet Ministers, or other municipal elected officials.

We continue to work with Municipal Affairs to gain better understanding on the LGFF Program guidelines in the following areas:

- Clause 5a - time limits to use allocated funds
- Clause 8g - maximum project commitment limit
- Borrowing Costs
- Section 12 - project eligibility restrictions and, in particular, the two new measures introduced in that section.

Regards,
Mike Pashak
President, ASVA
(403) 620-1543

From: ASVA Exec Director <summervillages@gmail.com>
Sent: Wednesday, January 3, 2024 3:15 PM
To: Kathy Krawchuk (execdirector@asva.ca) <execdirector@asva.ca>

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Cc: Mike Pashak <mike.pashak@shaw.ca>

Subject: ASVA response to Minister McIver Re: LGFF Capital Allocation Formula

Good afternoon,

Please see the email message below from ASVA's President, Mike Pashak, thank you.

Dear Members,

Happy New Year. Hope everyone enjoyed their Christmas season and the great winter weather we are having.

Attached you will find a letter to Minister McIver outlining the ASVA's concerns with the LGFF Capital Allocation formula and more specifically Base funding. Please share this information with all of your Council before January 12, which is 5 days before the ABmunis LGFF Town Hall. We will keep you up-to-date on any response we receive from the Minister's office. The ASVA is currently putting together speaking points and background information on the points made in the letter to the Minister for your use as needed. Our goal is to share that information with you in the next week or so.

The LGFF Capital Allocation program also introduced some new rules and changes from the old MSI program. In our initial review of the guidelines, we identified the following areas as possible concerns for Summer Villages:

- > Clause 5a. Funds are still able to be carried forward for five years. However, time extensions will no longer be permitted and any unspent amount will be reduced from future LGFF allocations**
- > Section 6. Although not new this section may become more important as Summer Villages determine how Section 12 - Project Eligibility Restrictions may impact them.**
- > Section 7 discusses Asset Management planning and the need for a municipality to answer whether they have one or not.**
- > Clause 8g, Maximum Project Commitment Limit. The ASVA is working with Municipal Affairs to understand how this and borrowing clauses might impact Summer Villages. We will provide updates as the information comes to us.**
- > Section 12, Project Eligibility Restrictions. Two new measures are introduced that could impact the amount of LGFF received. This section also discusses core infrastructure, asset condition assessment, and asset management plan. It discusses the interplay between those items and eligibility restrictions.**

There is still lots of work to do to fully understand the new LGFF program and the ASVA will continue to help Members through the process. If you have any specific areas that you would like ASVA to focus on, please send them to me and the Executive Director.

Regards,

Mike Pashak
President
Association of Summer Villages of Alberta
(403) 620-1543
mike.pashak@shaw.ca

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Executive Director
Association of Summer Villages of Alberta
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Association of
SUMMER VILLAGES
OF ALBERTA

Speaking Notes – Summer Village issues with LGFF Base Funding

Given all of the following points, it is hard to understand how Base funding as it is structured under the LGFF or the previous MSI formulas can be seen as fair and equitable for Summer Villages. **Summer Villages have seen a 5 percent reduction in Base funding under LGFF and only receive 40 percent of what other municipalities receive.**

Background on Summer Villages

- There are 51 Summer Village municipalities in Alberta,
- **Summer Villages have changed.** That change is driving new demands and needs for infrastructure that is similar to all urban municipalities.
- There are approximately **6000 permanent full-time year-round residents living in Summer Villages.** This permanent year-round population is **equal to the total combined population of the 31 smallest Villages.** Those Villages get 2.5 times more LGFF Base funding than Summer Villages.
- Today, 33 percent of the Summer Villages are larger than the average regular Village and 85 percent are larger than the smallest regular Village (based on the number of residences/dwellings). The largest Summer Village is larger than 90 percent of regular Villages.
- **The term “Summer Village” is a misnomer.** Summer Villages are no longer just seasonal communities. **They are now vibrant year-round communities** that have grown as fast and faster than many of the larger municipalities in Alberta. Based on full-time year-round residents living in Summer Villages, **50% of Summer Villages have grown faster than the average mid-sized city and 25% have grown faster than the top three fastest growing cities in Alberta** (Cochrane, Airdrie, Beaumont).
- That **growth has resulted in demands for more year-round urban type infrastructure** such as roads and bridges, water and wastewater systems, recreational facilities, stormwater drainage systems, municipal buildings and Broadband. **Without sufficient LGFF Base funding, Summer Villages will not meet the demands or needs of their residents.**
- 50 percent of SV could become a Village if they had a similar small urban (<5000) population density (2.22 per residence)
- The ASVA advocacy efforts related to MSI funding for Summer Villages began in 2016 when the members passed a resolution urging the Alberta Government to increase base level funding for Summer Villages to \$120K from \$60K.
- Over the last five years the ASVA has met with various Ministers, MLAs, and Municipal Affairs staff to share how Summer Villages have changed and how that change is driving new demands and needs for infrastructure that is similar to all urban municipalities.



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LGFF Base Funding

- On average, **Base funding provides 80% of the total LGFF funding for Summer Villages** and why it is so important that Summer Villages are treated fairly
- **Under the new LGFF program**, all municipalities were given \$150,000 Base funding except **Summer Villages were only given \$60,000 Base funding.**
- While all other municipalities received a 36 percent increase in Base funding, the **Summer Villages saw a 5 percent decrease in their Base funding.**
- Under the **MSI / BMTG program** (The previous funding formula), Base funding for Summer Villages was \$63,000 and **57 percent of what all other municipalities received.**
- Under the new **LGFF program**, Summer Villages receive \$60,000 and only **40 percent of what all other municipalities receive. This is a step backwards!**
- **Overall LGFF allocation to Summer Villages** is 3% less compared to the average of the last 6 years. **45% of SV will have a reduction in total funding** compared to that same time period with some seeing a reduction as high as 28 percent.
- The LGFF Capital Funding Allocation Formula Fact Sheet stated that, "The **LGFF allocation formula** for other non-charter local governments **is a fair and equitable distribution of funding**, in recognition of the varying needs of different local governments. The formula is aimed at supporting all types of local governments, ranging from small summer villages to large cities, urban communities with rapidly growing populations...". **This statement is false for Summer Villages.**
- The LGFF Capital Funding Allocation Formula Fact Sheet stated that, "The base amount was **set at a lower level for summer villages** because they generally tend to provide fewer year-round services and have less infrastructure than similarly-sized villages." **This sentence fails to recognize how Summer Villages have changed and does not reflect the current situation.**
- When **comparing smaller Villages to larger Summer Villages**, the ASVA found that **the two groups are similar in the factors that drive LGFF allocations.** Each group has similar amounts of TCA, TCA Amortization expense, and length of Roads. What is different is that the larger Summer Villages tend to have double the population of those smaller regular Villages. More importantly, **what is different is that these Summer Villages receive \$90,000 less in Base funding** (2.5 times less) even though they are growing faster, have more people to provide services to, and have similar amounts of assets to manage and maintain.
- Having a Base fund for Summer Villages that is so significantly less than regular Villages **is unfair and may impact the viability of Summer Villages.**
- **The title Summer Village no longer reflects the nature of these municipalities.** While Summer Villages are fiercely proud of their history, independence and title, perhaps a title change would act as a catalyst to shift other people's perceptions of Summer Villages.

11.e

Town of Mayerthorpe

Report Title : SOUTHVIEW TOTAL CONTRACT HRS

Report Range

Start: 2023/12/01 0000

End: 2023/12/31 2359

Man Hour Report by User

TOWN OF MAYERTHORPE

KASAMBA, GERVAIS

Event start: 2023/12/08 1430 **Event end:** 2023/12/08 1600 **Time:** (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2023/12/14 1600 **Event end:** 2023/12/14 1730 **Time:** (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

Event start: 2023/12/21 1130 **Event end:** 2023/12/21 1300 **Time:** (90) Minutes

Address: SUMMER VILLAGE

Activity Type: GENERAL PATROL

Total Time on Call for this Event : 1 Hours 30 Minutes

KASAMBA, GERVAIS : Total Time On Calls 4 Hours 30 Minutes

Total Group Time: 4 Hours 30 Minutes

All Officers: Total Time On Calls 4 Hours 30 Minutes

149 1

11.4



Medical First
Response

February 5, 2024

David Ives
Onoway Regional Fire Service

Dear David,

Subject: MFR Direct Financial Support Launch

The Alberta Medical First Response (MFR) Program is pleased to share that a new source of financial support is available for eligible MFR partner agencies starting immediately. As part of the Alberta EMS Provincial Advisory Committee Report, AHS has allocated funding for more direct support of MFR agencies. This funding, totalling \$2.5M, is intended to offset some direct costs incurred by MFR partners delivering care in local communities alongside EMS.

Funding for 2023-2024 has been allocated among enrolled MFR agencies according to factors such as overall participation in life-threatening medical events and community size. AHS intends to issue payments before March 31, 2024. MFR agency leaders do not need to apply for this funding but must invoice AHS as outlined below to initiate disbursement. Funds will be allocated on an annual basis moving forward and will incorporate further stakeholder input on this process through the newly forming Alberta EMS Standing Committee. Ongoing eligibility will require regular submission of MFR patient care reports, when applicable, and agencies remaining in good standing with the Alberta MFR Program.

Financial support for your MFR Agency: \$18,426.00
Purpose: MFR agency direct compensation 2023-2024

To arrange disbursement, AHS requires an invoice in the amount above from your agency or municipality before February 23, 2024. AHS is tax-exempt; do not include GST as a line item in the invoice. An invoice template is enclosed for use if you require one. The invoice may be directed as below but the invoice must be emailed to MFR@ahs.ca to expedite processing.

If needed for invoice generation systems:
AHS Accounts Payable
Attn: Graham Vanderwater
P.O. Box 1600
Edmonton, AB T5J 2N9

If you have any questions or require assistance with preparing the invoice, please contact us at MFR@ahs.ca. Thank you for the continued partnership in your community!

Yours truly,

Alberta MFR Program

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